

## **Documents to be submitted to French administrative services: procedure for translation and notarization**

Compulsory procedures

1. **To legalize photocopies of documents to be translated** (upon presentation of original document), contact the Directorate of Consular Affairs of the Thai Foreign Ministry. The legalization of documents depends on their usage. Please contact the authority concerned for the confirmation. In case that the legalization is required, it must be done before the submission of documents to the translation service.

For further information (time, price...)

Tel: 02 575 10 56/59 or 02 981 71 71 ext. 3301 or 3304

2. **To have documents translated into French**, contact one of the translation agencies recognized by the French Embassy. The list is available by calling 02 657 51 51.

If you wish to have your documents translated at Alliance française Bangkok, time varies according to documents: 2 days or more.

3. **To have translations notarized**, contact the French Embassy.

For more information (time, price...)

Tel: 02 657 51 51

As concerns translations of specific documents or in link with a project to stay in France, you must get the list of documents required from the service concerned. Alliance française will not be able to provide you with this information.

### **To study in France**

[Campus France](#)

Tel: 02 627 21 14

### **To apply for a visa**

[TLS Contact](#)

Tel: 02 679 66 69

### **For a French wedding contract**

"Service d'état civil" (registrations of births, weddings and deaths) of the [French Embassy](#)

Tel: 02 657 51 51

### **For a Thai wedding contract**

Registration Service of the Thai town hall or Ampoeur or the Embassy of Thailand abroad