

PROCEDURES AND CONDITIONS

FOR TRANSLATION AND LEGALIZATION OF OFFICIAL FRENCH DOCUMENTS TO BE SUBMITTED TO THAI ADMINISTRATIVE SERVICES IN THAILAND

1. To legalize photocopies of documents to be translated (upon presentation of original document), contact the French Embassy. An appointment must be made on [https://consulat.gouv.fr/ambassade-de-france-a-bangkok/ rendez-vous](https://consulat.gouv.fr/ambassade-de-france-a-bangkok/rendez-vous) If you are in France, contact the Ministry of Foreign Affairs.
2. 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.
3. For these following cases, the certification of copies (certified true copy) is required.
 - Documents of which the translation must be legalised by the French Embassy in Thailand (driving license...)
 - Documents of which the translation must be legalised by the Ministry of Foreign Affairs of Thailand (passport, marriage certificate, birth certificate, diploma, etc.)

*To have a translation in Thai legalised by the Ministry of Foreign Affairs of Thailand, this translation must be legalised beforehand by the French Embassy in Thailand. If not, the legalisation application will be refused.

*In all cases where the translation must be legalised by the French Embassy in Thailand, these steps must be followed:

1. Have the copy of the French document certified by the French Embassy in Thailand before the translation;
2. This copy certified beforehand must be submitted for translation. (The seal and signature of the translator on this document are required for the purpose of the legalisation of the translation by the French Embassy).
3. Have the translation legalised by the French. (Without seal and signature of the translator on this document certified, the request of legalisation will be refused.
Thus, 2 obligatory visits at the French Embassy: before and after the translation.
4. To have document translated into French, contact one of the translation agencies recognized by the French Embassy. The list is available at <https://th.ambafrance.org/Liste-de-traducteurs>.

If you wish to have your documents translated at Alliance Française Bangkok, the translation delay varies according to documents: 2 days or more.

5. To have translations legalized, contact the French Embassy. It is obligatory to make an appointment on <https://consulat.gouv.fr/ambassade-de-france-a-bangkok/rendez-vous>

For more than 5 documents, you will need to make 2 appointments.

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