



Miscellaneous Application in the Category of Requesting for Verifying Evidence of Land /Condominium Record via Post

Procedures, Time, and Responsible Section

Total of implementation duration
7 days

1

Detail of Service Delivery Procedures

- Recording in receiveing list by using letter of requesting for verifying evidence of land record via post as application.
- Verifying document as evidence that applicant sent.
- Verifying the fee that applicant sent weather it is correct or not. In case of applicant did not send the fee or the fee is not correct, official informs applicant to send the correct fee.
- Verifying dealing files and land right document/ strata title
- Official orders to proceeding according to letter from applicant.
- Official brings money order to withdraw money from post office.
- Official brings money to pay the fee at finance section.

4 days

2

Detail of Service Delivery Procedures

- Official prepares letter to inform the verification result to applicant.
- Chief of land official signs in letter to inform the verification result.
- In case of there is money left and enough for send back to applicant, official buys money order and send back with receipt of the fee.
- In case of there is money left but not enough for send back to applicant, official informs applicant to urgently receive money within 30 days.

3 days

List of Document as Evidence for Lodging Application

1. Document confirming authentic issued by government agency.

1.1 Identification card which certified correctness.

(Department of provincial administration is the government agency who issued such document)

Duplicate 1 copy

1.2 Household Registration (photocopied and certified correctness).

(Department of provincial administration is the government agency who issued such document)

Duplicate 1 copy

2. Other document for additional lodging

2.1 Letter of requesting for verifying evidence of land record via post. Envelope with stamp, address to applicant with clearly identify the location for returning result or inform any trouble. (applicant prepares it)

Original 1 copy

2.2 Money order

Original 1 copy



Miscellaneous Application in the Category of Requesting for Verifying Evidence of Land /Condominium Record via Post



Fee

1. Application for verifying evidence of land record fee: 5 Baht/parcel
2. Application for verifying evidence of condominium record fee: 20 Baht/parcel
3. Fee for verifying evidence of land record: 10 Baht/parcel
4. Fee for verifying evidence of condominium record: 100 Baht/unit
5. Fee for verifying land record data from computer data or other electronic data: 100 Baht/time, and fee 100 Baht
6. Fee for verifying condominium record data from computer data or other electronic data: 100 Baht/unit, and 50 Baht/page
7. Proxy fee for land: 20 Baht/case
8. Proxy fee for condominium unit: 20 Baht/case



Service Delivery Channels

Service Delivery Venue: Contact by yourself at Bangkok Metropolitan Land Office or its Branches or Sub Branches, where land and building or condominium unit is located.

Office Hours: Open Monday – Friday (except public holiday).
From 08.30 – 16.30 hrs.



Example of Form, Example and Filling in the form Manual

Customer could check all categories of registration from official at every land offices or website: dol.go.th/registry.



Contact /Complaint Channels

1. Chief of Provincial/Branch/Sub Branch Land Office of the area that rendering such service.
 2. Complaint box of Provincial/Bench/Sub Branch Land Office
 3. Department of Lands' Damrongdhama Center, Telephone Number: 0 2141 5678 – 9
 4. Complaint Section, Office of the Secretary of DOL, Telephone Number: 0 2141 5500 – 4, The Government Complex, 6th Floor, Commemorating His Majesty, Ratthaprasasanabhakti Building, Chaeng Wattana Road, Laksi District, Bangkok 10210
 5. Service Center of Office of the Permanent Secretary, Prime Minister Office P.O. box 1111, No. 1 Pissanulok Road, Dusit, Bangkok 10300/Hotline: 1111
 6. Complaint Center of Corruption in Public Sector (Office of Public Sector Anti – Corruption Commission: PACC)
 - No. 99 , Moo 4, Software Park Building, 2th Floor, Chaeng Wattana Road, Klong Klua Sub District, Pak Kret District, Nonthaburi 11120
 - Hotline 1206/Telephone Number: 0 2502 6670 – 80 ext. 1900, 1904 – 7 Facsimile: 0 2502 6132
 - www.pacc.go.th/www.facebook.com/PACC.GO.TH
- Complaint Center of International Investor (The Anti-Corruption Operation Center)
Tel: +66 92 688 0777/line: Fad.pacc/Facebook: The Anti-Corruption Operation Center/Email: Fad.pacc@gmail.com)



Relevant Laws

Department of Lands Rule on Verifying Evidence of Land and Condominium Record and Making Copy and Verifying Collateral B.E. 2526 and the Amendment (Volume 2) B.E. 2557.