**Booking Request Form**

Please complete the form below and return by email: [BkkAppointments@mfat.govt.nz](mailto:BkkAppointments@mfat.govt.nz)

Kindly schedule an appointment **at least 5 working days in advance, but no more than one month ahead**. and await confirmation of the appointment from us. |

All prospective visitors to the Embassy are requested to cancel your appointment if you are unwell and to wear a mask when entering the Embassy premises.

Thank you for showing manaakitanga towards our staff.  
  
Note: If you encounter difficulties in filling out and attaching the form, please send us all the required details via email. There's no need to attach the form.

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| **Name of all visitor(s):** |  |
| **Nationality:** |  |
| **ID/Passport No:** |  |
| **Proposed Date & Time of Visit** |  |
| **Briefly explain purpose of visit:**  For example: certifying a passport, making a statutory declaration, or requesting a consular letter — and specify the reason, such as obtaining a consular letter for income verification to support a Thai visa extension, etc.  (If available) Please also attach the relevant documents which need to be notarised for our review. |  |
| **Contactable Phone no.:** |  |
| **Email address:** |  |
| **Current Location: i.e. district, province** |  |