



## Death in Thailand: entry in the Swiss civil status register

March 2025

### Documents to submit

- Original of the death certificate** (*Thor.Ror. 5, Part 1*) or **extract of death register** (*Thor.Ror. 4/Gor*) including legalization by the Ministry of Foreign Affairs of Thailand (original will be returned). The responsible Amphoe (district) or a Tesaban (municipality office) issues the death certificate.
- Translation of the death certificate** to a Swiss national language or English.
- Swiss passport** and/or **Swiss Identity card** of the deceased (will be returned upon request).

All original certificates and documents can be handed in during [opening hours](#) (with prior [appointment](#)) and by post.

### Translation

Documents in Thai must be translated to a Swiss national language or English. A list of possible translation agencies can be found on the following website:

<https://www.eda.admin.ch/countries/thailand/en/home/services/translations.html>

### Legalisation

An authorized person has to bring the original death certificate or the extract of death register to the Ministry of Foreign Affairs for the legalization. The authorized person will need to prove the relationship to the deceased (e.g. marriage certificate or confirmation issued by the Embassy). If a third person or an organization will obtain the legalization, an authorization letter issued by the Embassy or the relatives of the deceased will also be required.

The Ministry of Foreign of Thailand is located at the following addresses:

<b>Legalization service in Bangkok:</b> Department of Consular Affairs Legalization Division 3 <sup>rd</sup> Floor, Consular Affairs Building Chaeng Wattana Rd. Lak Si, Bangkok Tel. 091 723 3604 Fax 02 575 1054	Legalization Office, Central World Central World, 6 <sup>th</sup> Floor Mon - Fri 10:00 – 16:30 hrs. (except public holidays) Tel. 02 251 1500 / 083 530 9126
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35 North Wireless Road (Thanon Witthayu Nuea)  
Lumphini, Pathum Wan  
Bangkok 10330  
G.P.O. Box 821, Bangkok 10501

Telefon: +66 2 674 6900, Fax: +66 2 674 6901  
[bangkok.cc@eda.admin.ch](mailto:bangkok.cc@eda.admin.ch)  
[www.eda.admin.ch/bangkok](http://www.eda.admin.ch/bangkok)

<p><b>Legalization service in Ubon Ratchathani:</b>          Ubon Ratchathani City Hall          Passport Office          1st Floor at the back of the west side          Ubon Ratchathani          Tel. 045 344 581 to 82          Fax 045 344 646</p>	<p><b>Legalization service in Phuket:</b>          Central Phuket Festival, B Floor          Passport Office          Mon - Fri 10:00 – 15:30 hrs. (except public holidays)          Tel. 076 222 080 to 81 / 085 911 4193          Fax 080 222 082</p>
<p><b>Legalization service in Chiang Mai:</b>          Central Chiangmai Airport, 5<sup>th</sup> Floor          (Robinson Wing)          Mueang Chiang Mai          Chiang Mai 50300          Tel. 053 112 748          Fax 053 112 764</p>	<p><b>Legalization service in Songkhla:</b>          Temporary Passport Office          Lan Sanon Road Road, Bo Yang,          Mueang, Songkhla 90000          Mon - Fri 8:30 – 14:30 hrs. (except public holidays)          Tel. 074 326 510</p>
<p><b>Legalization service in Pattaya</b>          Central Festival Pattaya Beach          4<sup>th</sup> Floor, 449/2 (next to the parking lot)          Mon - Fri 9:00 – 15:30 hrs. (except public holidays)          Tel. 038 119 638</p>	<p><b>Legalization service in Prachuap Khiri Khan</b>          Bluport Hua Hin, 3<sup>rd</sup> Floor          Temporary Passport Office          Mon - Fri 10:00 – 16:30 hrs. (except public holidays)          Tel. 032 523 218</p>

## Further information

### Funeral

There is the possibility to engage a funeral home. We recommend asking previously for a quote. The embassy usually works together with following company

#### AsiaONE by Teck Hong Funeral (THF Co. Ltd.)

No. 7, THF Building, Chan Road Soi 46, Wat Phrayakrai, Bangkholaem, Bangkok 10120, Tel. +66 2 675 05 01 oder Tel. +66 2 675 05 02, Fax +66 2 675 22 27 oder Fax +66 2 675 19 21 [info@asiaone-thf.com](mailto:info@asiaone-thf.com)

#### Siam Funeral Co.,Ltd

30/21 Village No. 6 , Klongsi , Klongluang, Pathumthani 12120, THAILAND

Tel: +662 9027907, Fax +662 9027906

Cell: +6686 7770214 (Englisch) +6688 5982659 (Deutsch& Englisch)

[siamfuneral@gmail.com](mailto:siamfuneral@gmail.com)

[www.siamfuneral.com](http://www.siamfuneral.com)

*This list is not exhaustive. The Embassy of Switzerland declines all liabilities relating to the use of the present list.*

### Certificate of body release

The local authorities usually need a «certificate of body release» from the Embassy to retrieve the body from the hospital. In order to issue this document a confirmation of the bereaved has to be sent to the embassy indicating to whom the body can be released. This document has to be signed and sent together with a photocopy of the passports or identity card by email. If a funeral home has been assigned, they will take care of this certificate.

### Abstract of the family registry

If necessary, an abstract of the family register can be ordered at the civil status office of the place of origin of the deceased approx. 5-6 weeks after the transmission of the death certificate. This document is requested in Switzerland for administrative procedures (such as insurance, survivor rent, banks etc.).

### Fortune / Inheritance in Thailand

There is no public authority in Thailand in charge of managing the assets of a deceased person. The legal heirs or the concerned parties have to ask the Court to appoint an administrator for the inheritance, usually a lawyer, to arrange the assets and all necessary formalities concerned. The duty of the administrator is to allot the assets in accordance with the article 1629 of the Civil and Commercial Code (CCC). Per local customs, there is no need to appoint any administrator, if no assets of the deceased are available in Thailand. Moreover, it would be impossible to define a competent court. If there are no assets of the

deceased in Thailand, then no administrator needs to be appointed. Furthermore, it would be impossible to determine a competent court.

### **Survivor's pension**

If the deceased was registered at the Embassy, the Federal Old-Age and Survivors' Insurance OASI will be informed directly of its death. On the following link [Form 318.000.2](#) the spouse can apply for a Survivors pension. Once the document filled out and signed, it can be sent to our Embassy for transmission to the OASI.