

VitalConsular

VIETNAM LEGALISATION
SERVICE GUIDE

APAX
ENGLISH



WELCOME TO THE VIETNAM LEGALISATION GUIDE



This guide will help you understand what happens when you place a legalisation order with us. You'll learn about which documents you can legalise, the process of legalising a document, and where to send your documents to help prevent delays to your order. If you still have questions after reading this guide and would prefer to speak to someone on the phone, feel free to call us on +44 (0) 330 088 1142. One of our friendly team would be more than happy to assist you.

WHICH DOCUMENTS CAN BE LEGALISED?

Any document that has been legally issued in the UK can be legalised for use in Vietnam. These include (but are not limited to):

Qualification Documents*

- Degree Certificate (Bachelor, Masters, Doctorate)
- High-School Certificate (GCSE, CSE, A'Level, O'Level, BTEC)
- Professional Award (Diploma, Membership, Associate, etc)

Registrar-Issued Documents

- Birth, Marriage, Death or Adoption Certificate
- Certificate of Non-Impediment (CNI) sometimes referred to as a Nulla Osta

Court-Issued Documents

- Decree Absolute, Decree Nisi, Divorce Decree
- Last Will & Testament
- Grant of Probate
- Bankruptcy Documents

Medical Documents

- Fit Note / Sick Note
- Medical Report

Identification Documents

- Passport (Certified Copy of Photo Page)
- Driving Licence
- Fingerprints

Financial Documents

- Bank Statement, Building Society Statement/Passbook
- Original HMRC Documents
- Import / Export Documents

Police Documents

- Criminal Records Check (CRB)
- ACRO/ACPO Certificate
- Disclosure Documents

Company Documents

- Incorporation & Association Documents
- Statements, Notices & Annual Returns, etc

Please keep in mind the above are only examples. We should be able to legalise any legally-issued UK document if required. Feel free to get in touch for more information.

LEGALISATION NOTES

*Any educational documents submitted for legalisation will need to have been issued by a registered UK body. We will check that each document has been issued in accordance with requirements set out by The Department for Business, Innovation & Skills, The UK Border Agency, Scottish Qualifications Authority, Ofqual, British Accreditation Council, Open and Distance Learning Quality Council or the Association of British Language Schools.

NON-UK DOCUMENTS

We can also legalise documents from outside of the UK for use in Vietnam. With the help of our colleagues around the globe, we have already attested documents from over 70 countries, and more are being added every week. We're confident we'll be able to attest any document that you send us.

Below is a list of the most commonly requested countries that we legalise documents from.

AUSTRALIA

SOUTH AFRICA

NEW ZEALAND

CANADA

USA

CHINA

INDIA

RUSSIA

FRANCE

GERMANY

TURKEY

+ MANY MORE

DON'T SEE YOUR COUNTRY ON THE LIST?

Technically it is possible for us to attest a document from any country for Vietnam. Even if your country isn't one of the ones listed above, please contact us with your requirements and we'll do our best to find a solution for you.

THE LEGALISATION PROCESS



There's a lot of misinformation surrounding the legalisation process. Legalisation is simply the process of authenticating the validity of a document from one country, so that it can be presented in a different country. The process itself broadly falls into THREE distinct procedures.

- Certification of the document(s) by a registered UK Solicitor or Notary Public (where needed)
- Addition of an Apostille Stamp by the British Foreign & Commonwealth Office
- Application of Legalisation Stamp

When we handle your enquiry, we will ask you what each of the documents are so that we can advise you which of the above steps are required. All three procedures are detailed below.

CERTIFICATION PROCEDURE

Some documents will require certification before they can be presented to the Foreign & Commonwealth Office (FCO), the most common of which are Educational and Company Documents. A Solicitor, or Notary Public, will either sign the document directly, or take a certified copy of the document. Where you have a preference as to whether the original is used for legalisation, or the copy is used, we will try to oblige. Please bear in mind however that certain documents have to be presented in a specific way.

You may have been advised that a Notary Public must be used to certify (or notarise) your documents. This is not strictly true (unless in the case of a Power of Attorney). As long as the solicitor used is known to the FCO and has a stored sample of their signature used on the document or copy, then the FCO will accept the certification.

If you are intending to arrange your own copies, please ensure that the solicitor signs it using their personal signature and not their shorthand working signature. Failure to do this may lead to delays to your order.

APOSTILLE PROCEDURE

Any document required for legalisation will need to be seen by the FCO. They will check the validity of either the person signing the document or the seal on the document. Once they are satisfied that the document is genuine, they will attach a piece of paper to the reverse of the document called an Apostille.

Where the FCO are checking the signature on the document, they will compare it to a file copy of that signature. If the signature is not held on file, or varies significantly from the file copy, they will ask the person who has signed the document to provide a new specimen signature. In these cases there will inevitably be a delay whilst this sample is obtained.

For old documents where the original signatory cannot be located, they may require a new document to be issued if it becomes impossible to validate the original document or copy. If needed, we can arrange for the re-issue of UK Birth, Marriage, Death or Adoption certificates, as well as Divorce documents.

EMBASSY PROCEDURE

The final step that we handle is to obtain the necessary stamps from the Vietnam Embassy. These are placed on the reverse of the Apostille itself. The Vietnam Embassy has a different charging structure for personal and commercial documents. We will try to advise whether the Embassy will deem any document to be commercial in nature so that we can accurately provide the correct service fee.

In some circumstances however, the Embassy's opinion may differ from ours, in which case additional commercial surcharges will become payable. This will also lead to a slight delay to your order whilst additional fees are provided to the Embassy. Please bear in mind that the Embassy will only accept cash or Postal Orders which takes longer to forward to the Embassy. Fortunately this situation is rare!

DOCUMENTS FROM OUTSIDE OF THE UK

We can help you legalise your documents no matter which country you're from. The process for legalising a document from outside of the UK can vary wildly however, depending on the country in which it was issued, and sometimes even the state! Therefore, it's impossible for us to write a general guide as to what the process looks like for legalising a document from another country.

Normally, your documents will have to be certified by a solicitor first, before being sent to the relevant government department in the country of issue. Some countries may require additional procedures within this sequence, whilst the type of document being legalised can also affect what the process will look like.

Moreover, unlike the UK, many countries don't have set prices between the different types of documents it is possible to legalise. For example, the US has different prices and different requirements for even the same documents from different states, leading to thousands of possible permutations. Therefore, it's impossible to know in advance how much it could cost to legalise a given document. The best way to get an accurate quote would be to send us a scan of your document. We can then consult with our colleagues in whichever country the document is from and offer you our best price.

PAYMENT, COLLECTION AND DELIVERY



Detailed below are the different methods of payment that we accept, information about where to send your documents once you've made an order, and how to use our collection service if you require it. You'll also learn about what happens after your order, and how your legalised documents will be shipped.

PAYING FOR YOUR ORDER

Payment for all legalisation services is required in full before any work can be started. We accept the following credit/debit cards: Visa, Visa Debit, and Mastercard. You can also pay by PayPal, Cheque, Postal Order or International Money Order. These should be made out to Vital Consular and included with your documents. Please note that cheques will need to clear before work can commence.

We also can accept direct bank transfer payments. If you do make a bank payment, please be sure to provide your order reference number, and agree to accept all charges. The details for making a bank deposit are as follows:

BANK DETAILS

Natwest Plc
2 Northgate
Dewsbury, West Yorkshire
WF13 1EA

Account Name: Vital Consular

ACCOUNT DETAILS

Account Number: 36153478
Sort Code: 52-30-29

For International Clients:

IBAN:GB23NWBK52302936153478
SWIFT/BIC: NWBKGB2L

We are a VAT-registered company and have to charge VAT for any order that is shipping within the EEC. To avoid this charge, we can arrange to send your completed documents directly to Vietnam (or anywhere else). A full VAT breakdown will be provided when we send you a quote for the service, and a VAT receipt will be included with your documents once the service has been completed. Pro-forma invoices are also available should you need one for your company's finance department.

SENDING YOUR DOCUMENTS TO US

When you book your legalisation service online or by phone, you will be provided with an order reference number. To prevent delays to your order, please make sure that you include this reference number with your documents. This enables us to correctly assign your documents to your order details so that we know what to do with them, and where any documents should be returned to.

The speed of service chosen for your order will determine which of our offices to send your documents to:

STANDARD/EXPRESS ORDERS

Vital Consular
Suite 35, Batley Business Park
Technology Drive, Batley
West Yorkshire
WF17 6ER (UK)

URGENT ORDERS (ONLY)

Vital Consular
Innovation Warehouse, 1st Floor
1 East Poultry Ave
London
EC1A 9PT (UK)

Please arrange to send your documents by a method that requires proof of delivery. We can only accept responsibility for your documents once they have been confirmed as received at one of our offices.

You are also welcome to drop your documents in to either of our offices yourself should you prefer.

USING OUR COLLECTION SERVICE

If you have chosen to use our collection service, we will book a return courier and pay for the collection.

Once booked, we will email you with details of how to download and print your label, and how to specify your preferred collection date and time. Please note that our couriers will do their best to arrive during the hours you specify but will not guarantee this.

If you are concerned that the collection process will impact your service deadlines, you are advised to arrange to send your document(s) yourself. Our collection service is helpful if you do not have the ability to organise your own courier but we cannot guarantee transit timescales under this service.

DELIVERY

Once the legalisation process is complete, we will return your attested document(s) to any nominated address around the world. For UK deliveries we will usually recommend Royal Mail Special Delivery although courier options are also available should you prefer.

For international deliveries we would highly recommend that you choose a courier delivery. International postal services to Vietnam can be extremely unreliable and slow. Courier delivery to Vietnam typically only takes 3-4 working days.

We will use a recognised courier company for your document(s). This includes (but is not limited to) UPS, DHL or Fedex. You are also welcome to arrange your own courier collection if preferred. Please advise our sales team at the time of your order.

You are also welcome to collect your document(s) in person at one of the above addresses. Again, please let us know and we can contact you once they are ready to be collected. Delivery of your documents will depend on which speed of service you chose when purchasing your legalisation.

ABOUT VITAL CONSULAR



Vital Consular
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VAT Registration

We are a specialist organisation providing attestation/legalisation, translation and replacement of documents issued worldwide. Founded in 2006, we operate from our Head Office in West Yorkshire and satellite offices in London and Dubai.

Since 2006 we have been assisting clients with the preparation of their documents to be used internationally. With a focus on timely service delivery, we guarantee that all work carried out will be accepted for use within the country the documents are being sent to. Vital Consular aims to be your global solution for legalisation.

Emma is ready to advise you further on your requirements, so to get started today, simply get in touch!