

## THE NATIONAL CENTER FOR CRIMINAL RECORDS

### Guidance on procedures to apply for criminal record certificates at the National Center for Criminal Records to foreigners who resided in Vietnam

In implementation of the Law on criminal records and its guidelines on implementation; the Decision No.19/QĐ – TTg dated 08/01/2015 of the Prime Minister approving “Pilot project on issuance of criminal record certificates through postal service; and online application for criminal record certificates issuance”;

The National Center for Criminal records provides guidance on procedures for issuance of criminal record certificates for foreigners who resided in Vietnam as follows:

To apply for criminal record certificates, foreigners who resided in Vietnam can choose one of the four following approaches:

- 1. Submitting application dossier and collecting criminal record certificates in person at the National Center for Criminal Record – Annex 1**
- 2. Submitting application dossier and receiving criminal record certificates through postal service – Annex 2**
- 3. Submitting application dossier in person at the National Center for Criminal Record and receiving criminal record certificates through postal service – Annex 3**
- 4. Submitting application dossier through postal service and collecting in person criminal record certificates at the National Center for Criminal Record – Annex 4**

During the implementation, should you have any difficulties or questions about the service, please contact the National Center for Criminal Record at No.9 Tran Vi Street, Mai Dich Ward, Cau Giay District, Hanoi;

To ask about the procedures, please call: 04.66841313 or 0432031313;

Hotline to answer complaints, denunciations: 0966151291; Email:[tlltpqg@moj.gov.vn](mailto:tlltpqg@moj.gov.vn) for further information and solutions according to Law on Criminal records./.

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#### ANNEX 1

##### **Direct submission of application dossier and collection in person of criminal record certificates at the National Center for Criminal Records**

*(In accordance with Notice No:13/TB-TLLTPQG dated 15/10/2015  
Of Director of the National Center for Criminal Records)*

#### **I. SUBMISSION OF APPLICATION DOSSIER FOR CRIMINAL RECORD CERTIFICATES**

##### **1. Dossier contents**

##### ***1.1. For individuals applying for criminal record certificates number 1 and criminal record certificates number 2***

An application dossier shall include:

- An application form for criminal record certificates – (Form No.03/2013/TT-LLTP);
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(1)</sup> of applicant’s valid passport
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(2)</sup> or original version of applicant’s temporary residence certificate / permanent residence certificate / temporary residence card / permanent residence card.

##### **Note:**

- Requesters have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help requesters understand the content to fill in the Vietnamese form. The form can be filled in English.

- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

***1.2. For individuals authorising other person(s) to carry out all the procedures for criminal record certificates number 1 and individuals who are parents of juveniles requesting criminal record certificates number 2***

An application dossier shall include:

- An application form for criminal record certificates – (Form No.04/2013/TT-LLTP);
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(3)</sup> of applicant’s valid passport and ID card or passport of the authorized person
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(4)</sup> or original version of applicant’s temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card.
- A certified authorization letter on implementing all procedures for criminal record certificates <sup>(5)</sup>

In case a requester for a criminal record certificate is a parent, spouse or child of the granted person, no written authorization is required but the related papers proving this relationship such as marriage certificate, certificate of birth shall be shown.

**Note:**

- Proxies have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help proxies understand the content to fill in the Vietnamese form. The form can be filled in English.
- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

**2. Place and time for application**

- Individuals shall send **01 application dossier** to: The National Center for Criminal Records, 6<sup>th</sup> floor, Building A, Judicial Academy - No.9 Tran Vi Street, Mai Dich Ward, Cau Giay District, Hanoi.
- Submitting time: From 8.30am to 11.30am and from 1.30pm to 5.30pm from Monday to Friday.

**3. Fee for issuance of criminal record certificates**

***3.1 Fee for issuance of criminal record certificates:*** VND 200,000/time/person.

Should the applicant for criminal record certificates request more than 02 certificates at one time, it costs VND 3,000 more for each additional certificate;

***3.2 Methods of paying the fees:*** Payment directly in cash at the National Center for Criminal Records.

**4. Period for issuance of criminal record certificates:** 15 working days after the receipt

of a valid request

## **II. COLLECTING CRIMINAL RECORD CERTIFICATES**

**1. Collecting place of criminal record certificates:** At the head office of The National Center for Criminal Records.

### **2. Recipients of criminal record certificates**

#### ***2.1. Recipients of criminal record certificates number 1:***

- Individuals granted criminal record certificates;
- Proxies authorized to carry out all the procedures to apply for criminal record certificates number 1;
- + Proxies authorized to collect the certificate on behalf of requesters;
- Parents, spouses and children of the individuals who are granted criminal record certificates.

#### ***2.2. Recipients of criminal record certificates number 2:***

Requesters for criminal record certificates number 2 must collect their certificates in person.

### **3. Necessary documents for collecting criminal record certificates.**

To collect criminal record certificates, an individual shall submit the return confirmation sheet and his/her identity card or passport.

If an individual directly applies for criminal record certificates but authorizes another person to collect the certificate, the authorized person must submit the certified authorization letter in addition to the documents mentioned above. <sup>(6)</sup>

- Parents, spouse and child of the requester can collect the criminal record certificates without authorization letter but they must show the certification of relationship ./.

#### **Note:**

<sup>(1)(2)(3)(4)</sup>Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol.

<sup>(5)(6)</sup>Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol in abroad.

In case authorization letters are certified by competent agencies of the country where that person is a citizen or resides, the authorization letters shall be legalized and translated into Vietnamese.

## **ANNEX 2**

### **Submission of application dossier and reception of criminal record certificates through postal service**

*(In accordance with Notice No.13/TB-TTLLTPQG dated 15 / 10 /2015 of Director of the National Center for Criminal Records)*

## **I. SUBMISSION OF AN APPLICATION DOSSIER FOR CRIMINAL RECORD CERTIFICATES THROUGH POSTAL SERVICE**

## **1. Dossier contents**

### **1.1. For individuals applying for criminal record certificates number 1 or number 2:**

An application dossier shall include:

- An application form for criminal record certificates (Form No. 03/2013/TT-LLTP);

In case of requesting criminal record certificates number 2, the application form must include the certified signature of the requester <sup>(1)</sup>;

- A certified copy of applicant's valid passport <sup>(2)</sup>;
- Registration for receiving criminal record certificates through postal service (Form No. 01/2014/LLTP).

#### **Note:**

- Requesters have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help requesters understand the content to fill in the Vietnamese form. The form can be filled in English.

- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

### **1.2. For individuals authorising other person(s) to carry out all the procedures for criminal record certificates number 1 and individuals who are parents of juveniles who request criminal record certificates number 2**

An application dossier shall include:

- An application form for criminal record certificates – (Form No.04/2013/TT-LLTP);

- A certified copy of applicant's valid passport <sup>(4)</sup> and ID card or passport of the authorized person.

- A certified copy <sup>(5)</sup> or original version of applicant's temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card of the authorizing person.

- A certified authorization letter on implementing all procedures for criminal record certificates <sup>(6)</sup>.

- In case the requester for a criminal record certificate is a parent, spouse or child of the granted person, no written authorization is required but the related papers proving this relationship such as marriage certificate, certificate of birth, etc. shall be shown.

- Registration paper for receiving criminal record cards through postal service (Template 01/2014/LLTP).

#### **Note:**

- Proxies have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help proxies understand the content to fill in the Vietnamese form. The form can be filled in English.

- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration

Department shall be submitted.

## **2. Address for submission**

Individuals shall send **01 application dossier** through postal service to: The National Center for Criminal Records, 6<sup>th</sup> floor, Building A, Judicial Academy -No.9 Tran Vi Street, Mai Dich Ward, Cau Giay District, Hanoi.

## **3. Fee for issuance of criminal record certificates and postal service**

**3.1 Fee for issuance of criminal record certificates:** VND 200,000/time/person.

Should the applicant for criminal record certificates request more than 02 certificates at one time, it costs VND 3000 more for each additional certificate;

- *Fee for postal service:* According to the postal service charge attached with this Notice.

### **3.2 Methods of paying the fees:**

Payers can choose one of the following three payment methods for criminal record certificates and the postal service:

(1) Transfer to the bank account of the National Center for Criminal Records. The bank account's details are as follow:

+ Name of account: TRUNG TAM LY LICH TU PHAP QUOC GIA

+ Account number: 1410206026336

+ Bank name: Agriculture and Rural Development Bank of Vietnam, My Dinh branch

+ Bank code: VBAAVNVX 421

+ Bank address: A9, The Manor, Me Tri, Tu Liem, Hanoi.

In case of paying in foreign currency, it shall be converted into Vietnamese currency as per current inter-bank exchange rate at the date of submission.

(2) Directly pay in cash at the National Center for Criminal Records (Vietnamese currency only).

*Requesters can also authorize other individuals to pay fees for issuance of criminal record cards on their behalf by either of two paying methods mentioned above.*

(3) Transfer money through postal service when submitting application dossier for criminal record certificates along with the fee transfer receipt to the National Center for Criminal Records (Vietnamese currency only).

## **4. Period to process an application dossier, time limit for issuance of criminal record certificates and receipt of the return confirmation sheet**

**4.1. Period to process an application dossier:** The time when an application dossier is processed shall be counted since the National Center for Criminal Records receives valid application dossiers and necessary fees for issuing criminal record certificate or fee transfer receipt through postal service.

**4.2. Receiving return confirmation sheets:** The return confirmation sheet shall be sent to the requester's email after the National Center for Criminal Records receives valid

application dossiers and all necessary fees.

**4.3. Time limit for issuance of criminal record certificates:** 15 working days after the receipt of a valid request

## **II. RECEIVING CRIMINAL RECORD CERTIFICATES THROUGH POSTAL SERVICE**

**1. Criminal record certificates** shall be delivered to the address in the registration for receiving the certificate through postal service <sup>(7)</sup>

**2. Recipients of criminal record certificates:**

**2.1 For criminal record certificates number 1:** People named in registration for receiving criminal record certificates <sup>(8)</sup>.

**2.2. For criminal record certificates number 2:** Only the requester for criminal record certificate number 2 can receive the certificates and is named in the registration for receiving the certificate.

**3. Upon receipt of criminal record certificates,** receivers shall show their identity cards or passports.

### **Note:**

<sup>(1)(2)(3)(4)(5)</sup> Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol in abroad.

<sup>(6)</sup> Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol in abroad.

In case authorization letters are certified by competent agencies of the country where that person is a citizen or resides, the authorization letters shall be legalized and translated into Vietnamese.

<sup>(7)</sup> Individuals may request the National Center for Criminal Records to change the methods to receive criminal records from postal service to direct reception but the charge paid for postal service shall not be refunded.

<sup>(8)</sup> Parents, spouse and child of the requester for criminal record certificates number 1 can receive the criminal record certificates when they are named in the registration for receiving criminal record certificates.

## **ANNEX3**

### **Submission of application dossiers in person at the National Center for Criminal Records and reception of criminal record certificates through postal service**

*( In accordance with Notice No.13/TB-TLLTPQG dated 15 / 10 /2015 of Director of the National Center for Criminal Records)*

## **I. SUBMISSION IN PERSON OF APPLICATION DOSSIER FOR CRIMINAL RECORD CERTIFICATES**

## **1. Dossier contents**

### ***1.1 For individuals applying for criminal record certificates number 1 and criminal record certificates number 2***

An application dossier shall include:

- An application form for criminal record certificates – (Form No.03/2013/TT-LLTP);
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(1)</sup> of applicant's valid passport
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(2)</sup> or original version of applicant's temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card.
- Registration for receiving criminal record certificates through postal service (Form No.01/2014/LLTP).

**Note:**

- Requesters have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help requesters understand the content to fill in the Vietnamese form. The form can be filled in English.
- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

### ***1.2. For individuals authorising other person(s) to carry out all the procedures for criminal record certificates number 1 and individuals who are parents of juveniles who request criminal record certificates number 2***

An application dossier shall include:

- An application form for criminal record certificates – (Form No.04/2013/TT-LLTP);
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(3)</sup> of applicant's valid passport and ID card or passport of the authorized person.
- A scan (the original version shall be shown for comparison) or a certified copy <sup>(4)</sup> or original version of applicant's temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card.
- A certified authorization letter on implementing all procedures for criminal record certificates <sup>(5)</sup>

In case a requester for a criminal record certificate is a parent, spouse or child of the granted person, no written authorization is required but the related papers proving this relationship such as marriage certificate, certificate of birth shall be shown.

- Registration for receiving criminal record certificates through postal service (Form No. 01/2014/LLTP).

**Note:**

- Proxies have to fill in the Vietnamese form. The English form has the same content as the

Vietnamese version. However, it is only used to help proxies understand the content to fill in the Vietnamese form. The form can be filled in English.

- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

## **2. Place and time for submitting application dossier for criminal record certificates**

- Individual shall send **01 application dossier** to: The National Center for Criminal Records, 6<sup>th</sup> floor, Building A, Judicial Academy -No.9 Tran Vi Street, Mai Dich Ward, Cau Giay District, Hanoi.

- Submitting time: From 8.30am to 11.30am and from 1.30pm to 5.00pm from Monday to Friday.

## **3. Fee for issuance of criminal record certificates and postal service**

**3.1 Fee for issuance of criminal record certificates:** VND 200,000/time/person.

Should the applicant for criminal record certificates request more than 02 certificates at one time, it costs VND 3000 more for each additional certificate;

- *Fee for postal service:* According to the postal service charge attached with this Notice.

**3.2 Methods of paying the fees:** Payment directly in cash at the National Center for Criminal Records.

**4. Period for issuance of criminal record certificates:** 15 working days after the receipt of a valid request

## **II. RECEIVING CRIMINAL RECORD CERTIFICATES THROUGH POSTAL SERVICE**

**1. Criminal record certificates** shall be delivered to the address required in the registration for receiving the certificate through postal service <sup>(6)</sup>

**2. Recipients of criminal record certificates:**

**2.1 For criminal record certificates number 1:** People named in the registration for receiving criminal record certificates <sup>(7)</sup>.

**2.2. For criminal record certificates number 2:** Only the requester for criminal record certificate number 2 can receive the certificates and is named in the registration for receiving the certificate.

**3. Upon receipt of criminal record certificates,** receivers shall show their identity cards or passports.

### **Note:**

<sup>(1)(2)(3)(4)</sup> Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol in abroad.

(5) Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol in abroad.

In case authorization letters are certified by competent agencies of the country where that person is a citizen or resides, the authorization letters shall be legalized and translated into Vietnamese

(6) Individuals may request the National Center for Criminal Records to change the methods to receive criminal records from postal service to direct reception but the charge paid for postal service shall not be refunded.

(7) Parents, spouse and child of the requester for criminal record certificates number 1 can receive the criminal record certificates when they are named in the registration for receiving criminal record certificates.

#### **ANNEX4**

### **Submission of application dossiers through postal service and reception of Criminal Record Certificates in person at the National Center for Criminal Records** *(In accordance with Notice No.13/TB-TLLTPQG dated 15 / 10 /2015 of Director of the National Center for Criminal Records)*

#### **I. SUBMISSION OF AN APPLICATION DOSSIER FOR CRIMINAL RECORD CERTIFICATES THROUGH POSTAL SERVICE**

##### **1. Dossier contents**

##### ***1.1 For individuals applying for criminal record certificates number 1 or criminal record certificates number 2***

An application dossier shall include:

- An application form for criminal record certificates (Form No. 03/2013/TT-LLTP);

In case of requesting criminal record certificates number 2, the application form must include the certified signature of the requester <sup>(1)</sup>;

- A certified copy of applicant's valid passport <sup>(2)</sup>;

- A certified copy <sup>(3)</sup> or original version of applicant's temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card.

##### **Note:**

- Requesters have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help requesters understand the content to fill in the Vietnamese form. The form can be filled in English.

- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

##### ***1.2. For individuals authorising another person(s) to carry out all the procedures to***

***apply for criminal record certificates number 1; and individuals who are parents of juveniles who request criminal record certificates number 2***

An application dossier shall include:

- An application form for criminal record certificates – (Form No.04/2013/TT-LLTP);
- A certified copy of applicant’s valid passport <sup>(4)</sup> and ID card or passport of the authorized person.
- A certified copy <sup>(5)</sup> or original version of applicant’s temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card of the authorizing person.
- A certified authorization letter on implementing all procedures for criminal record certificates <sup>(6)</sup>.

In case the requester for a criminal record certificate is a parent, spouse or child of the granted person, no written authorization is required but the related papers proving this relationship such as marriage certificate, certificate of birth, etc. shall be shown.

**Note:**

- Proxies have to fill in the Vietnamese form. The English form has the same content as the Vietnamese version. However, it is only used to help proxies understand the content to fill in the Vietnamese form. The form can be filled in English.
- In case there is no temporary residence certificate/permanent residence certificate/temporary residence card/permanent residence card, a certified copy of passport with entries and exits relevant to Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

**2. Number of dossiers and address for application:**

Individuals shall send **01 application dossier** to: The National Center for Criminal Records, 6<sup>th</sup> floor, Building A, Judicial Academy -No. 9 Tran Vi Street, Mai Dich Ward, Cau Giay District, Hanoi.

**3. Fee for issuance of criminal record certificates**

**3.1 Fee for issuance of criminal record certificates:** VND 200,000/time/person.

Should the applicant for criminal record certificates request more than 02 certificates at one time, it costs VND 3000 more for each additional certificate;

**3.2 Methods of paying the fees:** Payers can choose one of the following three payment methods for criminal record certificates and the postal service:

(1) Transfer to the bank account of the National Center for Criminal Records. The bank account’s details are as follow:

- + Name of account: TRUNG TAM LY LICH TU PHAP QUOC GIA
- + Account number: 1410206026336
- + Bank name: Agriculture and Rural Development Bank of Vietnam, My Dinh branch
- + Bank code: VBAAVNVX 421
- + Bank address: A9, The Manor, Me Tri, Tu Liem, Hanoi.

In case of paying in foreign currency, it shall be converted into Vietnamese currency as per current inter-bank exchange rate at the date of submission.

(2) Directly pay in cash at the National Center for Criminal Records (Vietnamese currency only).

*Requesters can also authorize other individuals to pay fees for issuance of criminal record cards on their behalf by either of two paying methods mentioned above.*

(3) Transfer money through postal service when submitting application dossier for criminal record certificates along with the fee transfer receipt to the National Center for Criminal Records (Vietnamese currency only).

#### **4. Period to process an application dossier, time limit for issuance of criminal record certificates and receipt of the return confirmation sheet**

**4.1. Period to process an application dossier:** The time when an application dossier is processed shall be counted since the National Center for Criminal Records receives valid application dossiers and necessary fees for issuing criminal record certificate or fee transfer receipt through postal service.

**4.2. Receiving return confirmation sheets:** The return confirmation sheet shall be sent to the requester's email after the National Center for Criminal Records receives valid application dossiers and all necessary fees.

**4.3. Time limit for issuance of criminal record certificates:** 15 working days after the receipt of a valid request.

## **II. COLLECTING CRIMINAL RECORD CERTIFICATES AT THE NATIONAL CENTER FOR CRIMINAL RECORDS**

**1. Collecting place of criminal record certificates:** At the head office of The National Center for Criminal Records.

### **2. Recipients of criminal record certificates**

#### **2.1. Recipients of criminal record certificates number 1:**

- Individuals granted the criminal record certificates;
- Proxies authorized to carry out all the procedures to apply for criminal record certificates number 1;
- Proxies authorized to receive the certificate on behalf of requesters;
- Parents, spouses and children of the individuals who are granted criminal record certificates.

#### **2.2. Recipients of criminal record certificates number 2:**

Requesters for criminal record certificates number 2 must receive their certificate in person.

### **3. Necessary documents for collecting criminal record certificates.**

To collect criminal record certificates, an individual shall submit the return confirmation

sheet and his/her identity card or passport.

If an individual directly applies for criminal record certificates but authorizes another person to collect the certificate, the authorized person must submit the certified authorization letter in addition to the document mentioned above <sup>(7)</sup>

Parents, spouse and child of the requester can collect the criminal record certificates without authorization letter but they must show the certification of relationship such as marriage certificate, certificate of birth, etc.

**Note:**

<sup>(1)(2)(3)(4)(5)</sup>Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol.

<sup>(6)(7)</sup>Certified at notary offices or commune - level Peoples Committees/ District-level Justice Committee Division in Vietnam or Vietnamese Consulate protocol in abroad.

In case authorization letters are certified by competent agencies of the country where that person is a citizen or resides, the authorization letters shall be legalized and translated into Vietnamese.