

SERVICE PROPOSAL FOR APPLYING FOR A VIETNAM CRIMINAL RECORD CERTIFICATE NO. 1

Here are the details how Nova Law can assist foreigners in obtaining Vietnam Criminal Record Certificate No. 1.

#1. REQUIRED DOCUMENTS

- *Scanned copies (all pages) of your passport including a page which has the latest Vietnam visa entry stamp + permitted to remain until date[...] stamp*
- *Scanned copy of your Vietnam e-visa (optional - if the foreigner is not eligible for a Vietnam visa exemption)*

#2. WORKING PROCESS

1.

Before coming to Vietnam, the foreigner should [apply for a Vietnam e-visa](#) if he/she is not eligible for a visa exemption in Vietnam

2.

The foreigner enters Vietnam and receives an entry stamp and a permitted-to-remain-until date stamp on the passport

3.

The foreigner sends all required documents to Nova Law's email, then leave Vietnam

4.

Wait for results within 30 to 35 working days.

#3. NOVA LAW'S SERVICE FEE

Services	Quantity	Fee
Applying for Vietnam Criminal Record Certificate No. 1 Processing time: 30 to 35 working days	1 certificate	US \$300
Notarized translation service fee from Vietnamese into English (optional) Processing time: 2 working days	1 page	US \$5
Legalization of documents with the Vietnam Consular Department (optional). Processing time: 5 to 7 working days.	1 set of document	US \$100
Courrier documents to overseas	1 mail package	As per the actual fee quoted by the courier services company

The service fee is exclusive of 8% VAT. If the licensing process fails due to faults by Nova Law, we will refund the paid service fee.

Payment can be made in either USD or VND, via bank transfer or cash.

#4. FAQs

Question 1. Can Nova Law help me to obtain the Vietnam Criminal Record Certificate without me needing to come to Vietnam?

Answer. No

Question 2. How many days do I need to stay in Vietnam?

Answer. At least 1 day

Question 3. I can come to Vietnam without a visa, do I still need to send you a e-visa?

Answer. If you are eligible for a Vietnam visa exemption, you do not need to obtain a Vietnam e-visa. You only need to send Nova Law a scan of your all pages of passport, including the page with the "Vietnam visa entry" stamp and the "permitted to remain until date" stamp

Question 4. Is it possible to request Criminal Record Certificate No. 2?

Answer. Yes, but the process is a bit more complicated than obtaining Criminal Record Certificate No. 1.

- Step 1: Apply for an e-visa (if you are not eligible for a visa exemption).
 - Step 2: Come to Hanoi, Vietnam.
 - Step 3: Apply for a temporary residence certificate from the local police.
 - Step 4: Accompany Nova Law to submit your application directly to the Hanoi Department of Justice.
 - Step 5: Leave Vietnam and wait for the results.
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If you wish to inquire about Nova Law's services, please send an email to info@novalaw.vn. We will respond to your inquiry within 1 working day.