



Hanoi, June 12th, 2017

## GUIDANCE

### For foreigners who resided in Vietnam to obtain criminal record certificates at the National Center for Criminal Record

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 by postal service; and online application for criminal record certificates issuance”; Circular No 244/2016/TT-BTC dated 11/11/2016 of the Minister of Ministry of Finance about how to pay, manage and use the fees for providing criminal record information;

The National Center for Criminal record provides guidance to foreigners who resided in Vietnam on how to obtain criminal record certificates at the National Center for Criminal Record as follows:

To obtain 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 at the National Center for Criminal Record in person – Annex 1**

**2. Submitting application dossier and receiving criminal record certificates by post – Annex 2**

**3. Submitting application dossier at the National Center for Criminal Record in person and receiving criminal record certificates by post – Annex 3**

**4. Submitting application dossier by post and collecting criminal record certificates at the National Center for Criminal Record in person – Annex 4**

This Guidance replaces the Guidance No 13/TB-TTLLTPQG dated 15<sup>th</sup> October 2015 of the National Center for Criminal record.

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: 0432011313 or 04 66841313; Hotline to answer complaints, denunciations: 0938619368; Email: [ttlltp@moj.gov.vn](mailto:ttlltp@moj.gov.vn) for further information and solutions according to Law on Criminal records./.

**DIRECTOR**

#### **Recipients:**

- Minister Le Thanh Long (for information);
- Vice Minister Nguyen Khanh Ngoc (for information);
- Bureau of Administrative Procedure Control (for issuance);
- Consular Department - Vietnam Ministry of Foreign Affairs (for issuance);
- MOJ Website (for upload);
- 63 Departments of Justice (for issuance);
- Deputy Directors of the Center (for implementation);
- Departments of the Center (for implementation);
- Posting on the bulletin board at the Center
- Filing at clerical session, general section (2b).

*Signed*

**Hoang Quoc Hung**

## ANNEX 1

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

*(In accordance with Notice No 09/TB-TTLLTPQG dated June 12th, 2017  
Of the 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-LTTP);
- 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 only and they can write in English. The English form has the same content but it is only used for reference.
- 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 from Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

#### *1.2. For individuals authorizing 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-LTTP);
- 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 only and they can write in English. The English form has the same content but it is only used for reference

- 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 from 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, Level 6, Building A, Judicial Academy - No.9 Tran Vi Street, Mai Dich Ward, Cau Giay District, Hanoi.

- Official 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**

**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 5,000 more for each additional certificate;

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

**4. Period for issuance of criminal record certificates:** 15 working days after the receipt of a valid request (Saturdays and Sundays are not counted)

**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 applies for criminal record certificates in person 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 by post

*(In accordance with Notice No.09/TB-TTLLTPQG dated June 12<sup>th</sup>, 2017  
of Director of the National Center for Criminal Records)*

## I. SUBMISSION OF AN APPLICATION DOSSIER FOR CRIMINAL RECORD CERTIFICATES BY 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 by postal service (Form No. 01/2014/LLTP).

#### Note:

- Requesters have to fill in the Vietnamese form only and they can write in English. The English form has the same content but it is only used for reference
- 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 from Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

#### 1.2. For individuals authorizing 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 by postal service (Template 01/2014/LLTP).

**Note:**

- Proxies have to fill in the Vietnamese form only and they can write in English. The English form has the same content but it is only used for reference

- 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 from Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

**2. Address for submission**

Individuals shall send **01 application dossier** by postal service to: The National Center for Criminal Records, Level 6, 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 5000 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 TÂM LÝ LỊCH TƯ PHÁP QUỐC 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 the two paying methods mentioned above.*

(3) Courier money by 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 by postal service.

**4.2. Receiving receipt confirmation sheets:** The receipt 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 BY POSTAL SERVICE**

**1. Criminal record certificates** shall be sent to the address in the registration for receiving the certificate by 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 of 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**, recipients shall show their identity cards or passports.

**Note:**

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

(6)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.

(7) 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.

(8) 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.

### ANNEX 3

## Submission of application dossiers at the National Center for Criminal Records in person and reception of criminal record certificates by postal service (In accordance with Notice No.09/TB-TTLLTPQG dated June 12<sup>th</sup>, 2017 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-LTTP);
- 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 by postal service (Form No.01/2014/LLTP).

#### Note:

- Requesters have to fill in the Vietnamese form only and they can write in English. The English form has the same content but it is only used for reference
- 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 from Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

##### *1.2. For individuals authorizing 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-LTTP);

- 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 by postal service (Form No. 01/2014/LLTP).

**Note:**

- Proxies have to fill in the Vietnamese form only and they can write in English. The English form has the same content but it is only used for reference

- 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 submiting application dossier for criminal record certificates**

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

- Official 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 5000 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:** Pay in cash at the National Center for Criminal Records in person.

**4. Period for issuance of criminal record certificates:** 15 working days after the receipt of a valid request (Saturdays and Sundays are not counted)

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

**1. Criminal record certificates** shall be delivered to the address required in the registration for receiving the certificate by 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 of 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,** recipients shall show their identity cards or passports.

#### **Note:**

(1)(2)(3)(4) 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.



## ANNEX 4

### Submission of application dossiers by postal service and reception of Criminal Record Certificates at the National Center for Criminal Records in person (In accordance with Notice No.09/TB-TTLLTPQG dated June 12<sup>th</sup>, 2017 of Director of the National Center for Criminal Records)

## I. SUBMISSION OF AN APPLICATION DOSSIER FOR CRIMINAL RECORD CERTIFICATES BY 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 only and they can write in English. The English form has the same content but it is only used for reference.
- 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 from Vietnam or visas stamped by Vietnamese Migration Department shall be submitted.

#### *1.2. For individuals authorizing 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 only and they can write in English. The English form has the same content but it is only used for reference.
- 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 from 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, Level 6, 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 5000 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 TÂM LÝ LỊCH TÙ PHÁP QUỐC 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) Pay in cash at the National Center for Criminal Records in person (Vietnamese currency only).

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

(3) Courier money by 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 by postal service.

**4.2. Receiving receipt confirmation sheets:** The receipt 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 (Saturdays and Sundays are not counted).

### **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;

TÂM  
S PHÁ  
GIA

- 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 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 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.

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom - Happiness**

**APPLICATION FOR CRIMINAL RECORD CERTIFICATES**

To: National Center for Criminal Records, Ministry of Justice in Vietnam

1. Full name<sup>1</sup>:.....

2. Other name (if any):..... 3. Sex :.....

4. Date of birth: ...../ ...../ .....

5. Place of birth<sup>2</sup>:.....

6. Nationality:..... 7. Ethnicity:.....

8. Residential address <sup>3</sup>: .....

.....  
9. Temporary residential address<sup>4</sup>:.....

10. ID/passport :..... <sup>5</sup>Number: .....

Issued on date.....month.....year.....at:.....

11. Father's name:..... Date of birth .....

12. Mother's name:..... Date of birth .....

13. Spouse's name..... Date of birth .....

11. Telephone/e-mail: .....



# RESIDENTIAL HISTORY IN VIETNAM

(since 14 years old)

From..to...	Residential/Temporary residential place	Job and agency address <sup>6</sup>

Declaration of any criminal records or activities prohibited being in charge of (in position, establishment, management of an enterprises or cooperative (if any)): .....

..... Request for issuance of criminal record certificate<sup>7</sup>: **No. 1**  **No. 2**

Declaration of information on ban on holding certain posts, establishment or management of enterprises or cooperatives under the court ruling on bankruptcy declaration (in case of requesting for Criminal record certificate No.1) **Yes**  **No**

Purpose of applying for criminal record certificates:

..... Number of criminal record cards requested:..... certificate (s).

I hereby certify that all the information given above is true and I am responsible for my testimony.

....., date ..... month ..... year .....

**Applicant**  
(Signature, full name)

*Note:*

<sup>1</sup> Capital with all marks.

<sup>2</sup> Clearly state commune/district, district/province or city under central control.

<sup>3, 4</sup> In case having both residence and temporary residence, declare both places.

<sup>5</sup> Clearly write down ID or passport.

<sup>6</sup> For those who used to work at military service, please clearly state the position during military service.

<sup>7</sup> **Criminal record certificate number 1** is the record of criminal cases that have not been remitted. Do not declare the criminal cases which were remitted. The information on the position held, establishment and management of enterprises and cooperatives shall only be written in criminal record certificates number 1 upon requests of individuals, agencies or organizations.

**Criminal record certificate number 2** is the record of all criminal cases including remitted or not remitted ones as well as information on prohibition of taking position, establishment and management of enterprises and cooperatives.

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom - Happiness**

**APPLICATION FOR CRIMINAL RECORD CERTIFICATES**

*(for individuals in case of delegation to request for issuance of criminal record certificate number 1 and individuals who are fathers, mothers of juveniles requesting for issuance of criminal record certificate number 2)*

**To: National Center for Criminal records**

1. Full name<sup>1</sup>: .....
2. Other name (if any)..... 3. Sex:.....
4. Date of birth: .... / .... / .... 5. Place of birth<sup>2</sup>:.....
6. Address<sup>3</sup>: ..... Telephone  
number :.....
7. ID/passport: ..... <sup>4</sup> Number:.....  
Issued on.....month.....year..... at: .....
8. Delegated by : .....
- 8.1. Relation with delegation person<sup>5</sup> : .....
- 8.2. According to delegation paper signed on  
<sup>6</sup> .....month.....year.....

I am applying to request for the issuance of criminal record certificates for the below person:

**INFORMATION OF THE DELEGATION PERSON OR THE JUVENILE**

1. Full name<sup>7</sup>: .....
2. Other name (if any):..... 3. Sex .....
4. Date of birth: .... / .... / .... 5. Place of birth<sup>2</sup>:.....
6. Nationality:..... 7.
- Ethnicity:.....
8. Residential address<sup>8</sup>: .....
9. Temporary residential address<sup>9</sup>: .....
10. ID/passport:..... <sup>10</sup>Number:.....  
Issued on date.....month.....year..... at : .....
11. Telephone/e-mail: .....

**INFORMATION OF THE FATHER, MOTHER, SPOUSE OF THE DELEGATION PERSON OR OF THE FATHER, MOTHER OF THE JUVENILE**

	FATHER	MOTHER	SPOUSE
Full name			
Date of birth			



**RESIDENTIAL HISTORY OF DELEGATION PERSON OR JUVENILE IN  
VIETNAM<sup>11</sup>**

From.....to.....	Residence/Temporary residence place	Job, agency address <sup>12</sup>

Declaration of any criminal records or activities prohibited being in charge of (in position, establishment, management of an enterprises or cooperative (if any)): .....

.....  
Request for issuance of criminal record certificate<sup>7</sup>: **No. 1**  **No. 2**

Declaration of information on ban on holding certain posts, establishment or management of enterprises or cooperatives under the court ruling on bankruptcy declaration (in case of requesting for Criminal record certificates No.1) **Yes**  **No**

Purpose of applying for criminal record certificates: .....

.....  
Number of criminal record certificates requested: ..... certificate (s).

I hereby certify that all the information given above is true and I am responsible for my testimony

....., date ..... month ..... year .....

**Applicant**  
(Signature, full name)



*Note:*

<sup>1</sup> Full name of person delegated or father/mother of juvenile; capital with all marks.

<sup>2</sup> Clearly state commune/district, district/province or city under central control.

<sup>3</sup> Clearly write down address for contact

<sup>4</sup> Clearly write down ID or passport.

<sup>5</sup> Clearly state the relation in case the person delegated is father, mother, spouse or child of delegation person; in this case no power of attorney is required but papers proving the relationship shall be shown.

<sup>6</sup> Clearly stated in case of power of attorney is available.

<sup>7</sup> Capital with all marks.

<sup>8,9</sup> In case of having both residence and temporary residence, declare both places.

<sup>10</sup> Not to declare in case of juveniles under 14 years old.

<sup>11</sup> Declare residence history, job and agency place when he/she is 14 years and more.

<sup>12</sup> For those who used to work at military service, please clearly state the position during military service.

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom - Happiness**

**REGISTRATION FOR RECEIVING CRIMINAL RECORD  
CERTIFICATES THROUGH POSTAL SERVICE**



Full name of recipient:.....

Telephone number.....

Email (if any):.....

ID/passport <sup>1</sup>:..... Number:.....

Issued on .....month ..... year .....at.....

Address to receive criminal record certificate<sup>2</sup>:

.....

Form of reception:      Normal delivery

Secured delivery

*Date ..... month ..... year .....*

**APPLICANT**

*(signature with full name)*

---

<sup>1</sup> Clearly write down either ID or passport.

<sup>2</sup> Clearly address of recipient.