



E-LEGALIZATION

PRINCIPLES:

Documents often need legalization in order to be accepted in another country.
A legalization confirms that the document was issued by a competent authority in the country of origin.

Legalization is a 2-step procedure: (1) legalization by the authorities of the country (region) where the document was issued; (2) legalization by the Embassy/Consulate of the country where the document will be used.

- A Vietnamese document is legalized in Vietnam, first by the Ministry of Foreign Affairs and then by the Embassy of Belgium in Hanoi.

The Embassy of Belgium in Hanoi is only competent to legalize documents issued in Vietnam, but is NOT competent to legalize documents issued in Belgium (or in a country other than Vietnam).

- A Belgian document needs to be legalized in Belgium, first by the FPS Foreign Affairs and then by the Embassy of Vietnam in Brussels. General information on legalization of Belgian documents can be consulted [here](#).

Since 2020, Belgian authorities apply electronic legalization. Consequently, physical stamps have been replaced by electronic stamps. Documents intended for use in countries other than Belgium may still bear a physical stamp.

The request for legalization of documents has to be done by the person concerned, or, by a third authorized person. In the case of the latter, the authorized person has to present a power of attorney handwritten and signed by the person concerned, as well as a color copy of the person concerned' s passport and/or residence permit in Belgium (scanned version of the power of attorney is accepted).

The power of attorney must be certified by the commune where the person concerned actually resides or by a Vietnamese diplomatic mission abroad, and must mention:

- personal information of the person concerned: full name, date of birth, identity document number (passport/residence permit in Belgium), address of residence;
- personal information of the authorized person: full name, date of birth, ID card number, address of residence;
- purpose of legalization.

PROCEDURE FOR DOCUMENTS ISSUED BY VIETNAMESE AUTHORITIES AND TO BE USED IN BELGIUM:

1. **Translate the original document or a certified copy¹:** the translation must be done by a sworn translator, either in Vietnam or in Belgium. The Embassy of Belgium in Hanoi accepts translations to

¹ E-legalization requires the original or certified copy (*) of the following documents: birth certificate, marriage certificate, death certificate, marital status, certificate of nationality, divorce decision, judicial record

Notarized copy is accepted only for the following documents: academic degrees & transcript, passport, ID, family register book
(*) Only certified copies or extracts (BAN SAO) of civil status (birth certificate, marriage certificate, death certificate, etc.) have the same validity of the original and must be issued by the administrative agency (commune, court, department of justice, etc.) that registered the original in its register.

Dutch, French, German and English. It is the responsibility of the person concerned to verify into which language the document has to be translated in order to be valid for the intended purpose/authority.

Sworn translator contacts:

- Translation Offices of the People's Committee in Vietnam
- [List of sworn translators registered on Federal Public Service Justice](#): translations done by sworn translators registered with FPS Justice do not need any further legalization. [The electronic signature of the sworn translator on the translated document is sufficient for it to be accepted in Belgium.](#)

- 2. Have the original document or the certified copy and corresponding translation legalized by the Vietnamese authorities** - Ministry of Foreign Affairs (except the [legalization of a private person's signature](#) that is done exclusively by the Embassy of Belgium in Hanoi).

Important notice: Consular legalization issued by the Vietnamese authorities has a [limited validity of 6 months](#). Documents exceeding this validity period cannot be accepted.

Addresses of the Vietnamese authorities:

*Hanoi: Consular Department
N° 40, Tran Phu street, Hanoi*

*Ho Chi Minh City: HCMC Department of Foreign Affairs
N° 184 Bis Pasteur, District 1, Ho Chi Minh City*

- 3. For final e-legalization by the embassy:** submit the document and corresponding translation legalized by the Vietnamese authorities in person to a VFS² office or directly to the Embassy of Belgium in Hanoi (Monday to Friday, 09.00 am - 12.00 pm).

Important notice: Documents that need to be e-legalized by the Embassy of Belgium for [visa purposes](#) must be submitted simultaneously with the visa application during the appointment at VFS office.

Addresses of VFS offices in Vietnam:

*Hanoi: Ocean Park Building, #207 - 2nd Floor, 1 Dao Duy Anh street
Tel: +84 24 3972 9447*

*Da Nang: ACB Building, 6th Floor, 218 Bach Dang street
Tel: +84 23 6394 1689*

*Ho Chi Minh City: REE Tower, 3B floor, 9 Doan Van Bo, Ward 13, District 4
Tel: +84 28 3521 2002*

- 4. Pay for e-legalization:** the fee must be paid upon submission of documents directly at the Embassy of Belgium in Hanoi or at VFS office.
- 5. Print out the e-legalization stamp and attach with original document for use:** once the dossier has been legalized, the person concerned will receive at the email provided the notifications from e-legalization system with instructions in order to download and/or print the e-stamp.
- 6. Pick up original documents directly at the Embassy of Belgium in Hanoi or VFS office**

² The Belgian Visa Application Center accepts all documents for legalization, linked or not linked to a visa application. In case the documents are not linked to a visa application, an additional service fee will be required. More information concerning VFS service can be consulted [here](#)