

Quick guide to obtain a Criminal Record in Vietnam

(Updated in March 2021)

Criminal Records are often required by foreign individuals in Vietnam, including for Work Permit applications.

Application

There are two approaches that can be undertaken - in person or online - and these are summarised below.

6 months

Validity

Criminal Record is valid for 6 months from the date it was issued.

15 working days

Timeframe for Issuance

Criminal Records are to be issued within 15 working days from application date.

OPTION 1: APPLICATION AT PROVINCIAL DEPARTMENT OF JUSTICE

- Venue: The Department of Justice in the City/Province where applicant resides
- We highly recommend the applicant to submit the application in the morning to be more effective for the process

COMPLETING THE APPLICATION FORM

- Obtain and complete the application form (in Vietnamese only)

DOCUMENT SUBMISSION AND PAYMENT

Submit application form and required documents, which include:

- The completed application form in Vietnamese
- Either:
 - * A copy of the Household Registration Book ("HRB") along with either the original or a notarised copy of the original of the HRB ^[1] (for sighting), or
 - * A copy of the Temporary/Permanent Residence Letter along with either the original or a notarised copy of the Temporary/Permanent Residence Letter ^[2] (for sighting)
- A copy of applicant's passport with visa still being valid, along with the original passport for the authority to sight

Pay the statutory fee

CERTIFICATE RECEIPT

The applicants can either physically present themselves to the officer to collect the Criminal Record or register to receive the document by post

STEP 1

STEP 2

STEP 3

STEP 1

STEP 2

STEP 3

OPTION 2: ONLINE APPLICATION

- Online application is available at <https://ltptructuyen.moj.gov.vn/home>
- Select the section for foreigners residing in Vietnam and choose the place where you are living in
- Information is presented in both English and Vietnamese on the website's homepage and in the application form

COMPLETING THE ONLINE APPLICATION FORM

- Completing the online application form (instructions are available on the website's homepage for guidance)
- Provide an address where your original documents can be collected from and where you will receive the completed Criminal Record result
- Record the application code displayed on screen before clicking the "FINISH" button

DOCUMENTS SUBMISSION AND PAYMENT

Prepare the required documents including:

- 2 original application forms (printed from the online application, and signed)
- 2 notarised copies of the applicant's passport and valid visa
- 2 notarised copies of the HRB or Temporary/ Permanent Residence Letter issued by the Local Police

Pay the statutory fee and postage fees, and provide the online code to the postal staff

CERTIFICATE RECEIPT

The applicants can either physically present themselves to the officer to collect the Criminal Record or register to receive the document by post

Note:

^[1] HRB means "So Ho Khau" in Vietnamese, is held by the landlord and should be available for tenants from the landlord. However, please note that residence information will be updated to the national residence database instead of a HRB from 1 July 2021 with all HRBs to be abolished from 1 January 2023.

^[2] Temporary/Permanent Residence Letter issued by the Local Police should be arranged by the landlord.