

TAIPEI ECONOMIC AND CULTURAL OFFICE

IN VIETNAM

FLOW CHART OF DOCUMENT AUTHENCICATION IN VIETNAM

In person: Please bring your valid passport and Vietnam visa to identify yourself. Not in person: a power attorney should be notarized by a notary public.

TECO authenticates only original document within the consular area of this office including provinces from Thua Thien Hue to the northern of Vietnam.

Documents include: diploma, academic transcript, business document, tax transcript...

Step one:

Documents certified and translated by Notary Public in Vietnam with its seal stamp on all of papers both Vietnamese version and Chinese (or English) version.

Step two:

Documents Legalization by Bureau of Consular Affairs, Ministry of Foreign Affairs of Vietnam on both Vietnamese version and Chinese (or English) version.

Step three:

Document Authentication Application at the TECO, the original of document must be shown at the Document Authentication counter.

Step four:

Pick up with receipt.

Fee: 15 US dollars per legalization stamp of MOFA Vietnam (four working days) and 7.5 US dollars for priority service fee (two working days).

TECO reserves the right to request addition supporting documents depending on the nature of each application.

Please prepare an extra photocopy of every document to be legalized for our office records.