

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
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VIETNAM LEGALISATION APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.
If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

COPY OF PASSPORT ID PAGE

ORIGINAL DOCUMENTS BEING LEGALISED PLUS ONE COPY - documents will need to be notarised and attested at the Foreign & Commonwealth Development Office before the embassy will accept them. We provide the full service for you where required.

APPLICATION FORM - attached

2. SERVICE OPTIONS.

- DOCUMENT NOTARISATION (£60.00 per set + service fee £80.00 VAT inclusive)
- DOCUMENT FCDO ATTESTATION 10 DAY SERVICE (£45.00 per set + service fee £60.00 VAT inclusive)
- DOCUMENT EMBASSY LEGALISATION (£77.50 per set + service fee £80.00 VAT inclusive)

3. RETURN OPTIONS.

- ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)
- DHL EXPRESS (FROM £45.00)
- OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.
- PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

NAME OF APPLICANT(s)

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE VIETNAM LEGALISATION SERVICE

Before the embassy can legalise a document, they must be Notarised & Attested by the FCDO. You can supply documents with this process already completed or select the options you need in our application pack. The Notary authorisation form attached should only be completed if you require us to have your documents notarised.

Birth or marriage certificates, medicals or police certificates must be used in the original form. They will not require the Notary part of this process. Should you need us to obtain a duplicate original certificate or police check for this purpose, please contact us.

Processing time in the embassy is usually 3 business days but can take longer. If you require the full service to include notary & attestation, please allow an additional 2-3 weeks.

The legalisation service can only be completed in the UK for documents that were issued in the UK or Northern Ireland. Should your documents have been issued overseas, you will need to have them legalised in the issuing country. Should you still require assistance with this, please let us know as we have associates all around the world ready to assist!

For Notarisation, the solicitor will charge per set of documents but our service fee is per visit. For example, if you have 4 sets of documents (CV, medical, Police certificate & academic/training certificates), the notary will charge for 4 sets at £240.00 but our service fee would still be £60.00. This works in the same way with the FCDO attestation & embassy legalisation, with the governing charges payable per set of documents but our charge payable only once per visit. If you require a quote for documents, please email admin@visasmart.co.uk or call us on 02045139940.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside. You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to those terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites.



LEGALISATION APPLICATION FORM

1. Applicant's details | Thông tin người nộp hồ sơ:

Full name:

Contact number: Email:

2. Full name of person or company on the document | Họ và tên người/công ty trên giấy tờ:

.....

3. List of document(s) to be legalised | Danh sách giấy tờ cần hợp pháp hóa:

(1) (2)

(3)..... (4).....

(Continue on a separate sheet, if necessary)

Tổng số văn bản | Total number of document (s):

4. If you want your documents to be returned by post, please provide recipient's details in the box:

Nếu yêu cầu gửi trả hồ sơ theo đường bưu điện, xin điền thông tin người nhận vào ô bên cạnh:

Full Name:

Address:

City:

Country:

Postcode:

Contact number:

Date:/...../.....

ngày / tháng / năm
day / month / year

Checklist:

- Legalisation Application form*
- Documents with **original** apostille stamp*
- Self-addressed envelope*
- Payment of fees (or proof of payment for applicant from Viet Nam)*

Người nộp hồ sơ | Applicant

Chữ ký/Signature:

Họ tên/Full name:

NOTARY AUTHORISATION

NAME & ADDRESS

DATE

I hereby authorise VISASMART TRAVEL SOLUTIONS LTD to act on my behalf for notary services for the purposes of legalisation at the United Arab Emirates Embassy in London. I confirm that the document supplied is the original version.

SIGNED