

**Documentary requirements of the Hanoi Justice Department  
for obtaining a Vietnamese Birth Certificate**

(Updated June 20, 2012)

The Hanoi Justice Department only registers births to children born to Hanoi residents. Below are the requirements to obtain a birth certificate for a child born to American parent(s):

1. **One hospital record of birth** (Vietnamese version) from the hospital where the child was born.
2. **One notarized translation of parents' marriage certificate.** If the marriage certificate was issued by the Vietnamese authorities, the parent(s) need to submit an official copy of the certificate. For a U.S. marriage certificate, parent(s) need to do the following:
  - One U.S. parent brings the marriage certificate to the ACS unit, Consular Section, U.S. Embassy – 170 Ngoc Khanh Street, Hanoi to sign an affidavit to be attached to the marriage certificate by making an [appointment](#). See \* below for information on **Affidavit procedure**.
  - After getting seals from both U.S. Embassy and VN Ministry of Foreign Affairs , the parent must take these documents to a Notary Public (see our list below) for translation into Vietnamese and for translation certification from a local District Justice Service (Phong Tu Phap). The cost for translation service and certification from District Justice Service may vary depending on the notary public office. The Vietnamese notarized translation then is submitted to the Hanoi Justice Department. If the parents are not married, the father must legally recognize his child so that his name can be written on the child's birth certificate. Please contact the Hanoi Justice Department for specific instructions for this additional procedure.
3. If both parents are U.S. citizens or one U.S. citizen and one third country national (not Vietnamese), the parents need to submit a **residence verification** from the local ward police (cong an phuong) where they are staying. If one parent is a U.S. citizen and the other is a Vietnamese, they need to submit the **household registration book** (so ho khau) of the Vietnamese parent.
4. **U.S. passports and Vietnamese visas of parents** (originals and one copy for each passport and visa).
5. **One Birth Certificate application form** which can be purchased at time of submission at Hanoi Justice Office, No.2 Phung Hung Street /No. 1B Tran Phu Street, Ha Dong Town, Hanoi, tel: (04) 3354-6163 (note: the officials of this office only speak Vietnamese).

6. The Application form and documents 1-5 above should be submitted by one parent to the Hanoi Justice Department at No. 2 Phung Hung Street/1B Tran Phu Street, Ha Dong Town, Hanoi, telephone: (04) 3354-6163.

*\*Parent(s) need to bring their ID(s) to the ACS unit of the Consular Section, U.S. Embassy – 170 Ngoc Khanh Street, Hanoi to fill out the Affidavit. The cost for this service is \$50 (payable in USD or by credit card only). Please make an [appointment](#) for the service. The Affidavit then needs to be authenticated at the Consular Department of the Ministry of Foreign Affairs of Vietnam, 40 Tran Phu Street, Hanoi. The cost for this service is 30.000 VN dong/per seal.*

## NOTARY OFFICES IN HANOI

Updated on June 20, 2012

No	Name	Address	Telephone	Fax
1	Public Notary Office No. 1	310 Ba Trieu Street, Hai Ba Trung District	(04) 3976 0725	
2	Public Notary Office No. 2	654 Nguyen Van Cu Street, Long Bien District	(04) 3827 3602	
3	Public Notary Office No. 3	Lo D O dat 11, Duy Tan Street, Cau Giay District	(04) 3795 8301	
4	Public Notary Office No. 4	Nha N4D Le Van Luong Street, Thanh Xuan District	(04) 3556 5025	
5	Public Notary Office No. 5	Khu Duong 2 Phu Lo Village, Soc Son District	(04) 3884 2447	
6	Public Notary Office No. 6	18 Kim Dong Street, Hoang Mai District	(04) 3664 7860	
7	Public Notary Office No. 7	421 Quang Trung, Phu La, Ha Dong District	(04) 3382 4043	

8	Public Notary Office No. 8	20 Le Loi Street, Son Tay Town	(04) 3383 2160	
9	Public Notary Office No. 9	Quang Minh Village, Me Linh District	(04) 3525 0320	
10	Dai Viet Notary Office	335 Kim Ma Street, Ba Dinh District	(04) 3747 8888	(04) 3747 3966
11	Lac Viet Notary Office	18 Van Cao Street, Ba Dinh District	(04) 3761 8128	(04) 3761 8127
12	Ho Guom Notary Office	Villa No. 48 Trang Thi Street, Hoan Kiem District	(04) 6288 6788	(04) 3938 1137
13	Ha Noi Notary Office	A38, Hoang Ngan Street, Cau Giay District	(04)3556 1272	
14	Viet Notary Office	219 C Nguyen Ngoc Vu Street, Cau Giay District	(04) 3556 1208	(04) 3556 1207
15	Thang Long Notary Office	54 Tran Nhan Tong Street, Hai Ba Trung District	(04) 3944 7799	(04) 3944 7959
16	Thu Do Notary Office	660 Lac Long Quan Street, Tay Ho District	(04) 3710-0240	
17	Gia Khanh Notary Office	Nha E1 Khu X1 Pham Hung Street, My Dinh, Tu Liem District	(04) 3785 7185	
18	Ha Thanh Notary Office	165 Tran Dang Ninh Street, Cau Giay District	(04) 3793 1506	