

Instructions to prepare documents for adoption in Vietnam

I. Dossier for Adoption:

1. Application for adoption (form in Vietnamese and English);
2. Commitment to send progress reports on the child's development (form in Vietnamese and English where families promise to send yearly written reports and pictures of their children until the child is 18 years old);
3. Marriage Certificate;
4. Medical Reports (Husband and wife);
5. Employment Verification or financial or income statement from employer (Husband and wife);
6. Police clearance (Husband and wife);
7. Statement of Permission or Confirmation of Eligibility to adopt.
8. Home study Review (must be done by a licensed Adoption Agency in the state where the adoptive family resides. This Review must cover all aspects of the family's life, including education, lifestyle, financial condition, marital status and sexual preference...);
9. Photocopy of the first page of the applicant's Passport (Husband and wife);
10. Power of Attorney (given to the application facilitator) on ly in case one of the spouse is not able to be in Vietnam to submit the application.

II. The following conditions must be met for all documents requiring authentication:

- All documents have to be current within six months.
- All seals and signatures must be originals.
- All dates must follow in chronological order on all certifications.
- All documents in other languages than Vietnamese and English must be correctedly translated to English and then duly notarized.
- Whenever a copy is used, it must include a statement confirming that it is a true and correct copy.
- All aforementioned documents then must be duly notarized and authenticated by the State-level Secretary of State.

III. Other requirements

- It takes about ten working days for authentication since the day of receipt of the documents.
- Fee will be charged for the authentication process at the Embassy (please check with the Embassy for the current fee schedule).
- A self addressed prepaid return envelope, clearly marked with the sender's name and address must be submitted (USPS express mail or Fedex is recommended. Pleasw do not use DHL or UPS).

For further information, please contact the Visa Section of the Embassy:

Opening hours: 9:30 – 12:30 Monday through Friday.

The Embassy is closed on Saturday, Sunday, and US and Vietnamese holidays.

Phone: (202) 861- 2293, (202) 861- 0694 or (202) 861- 0737 ext. 237 and 238

Fax: (202) 861- 1297 and (202) 861- 0917

Website: <http://www.vietnamembassy.us>