

**REQUIRED DOCUMENTS**  
**FOR THE APPLICATION TO SET UP AN OFFICE OF FOREIGN ADOPTION IN VIETNAM**

Article 59 of *Decree 68/2002 dated 10 July 2002 Concerning Detailed Regulations for the Implementation of Certain Provisions of the Marriage and Family Code with Respect to Marriage and Family Relationships Having a Foreign Party* has two provisions pertaining to the required documents for the application to set up an office of foreign adoption in Vietnam:

1. The dossier of a foreign adoption organization for the application for the establishment of a foreign adoption office shall comprise the following documents:
  - a. Application in stipulated form for the establishment of a Office of Foreign Adoption in Vietnam;
  - b. A copy of the Articles of Incorporation or the document recording the establishment of such foreign adoption organization;
  - c. A copy of the license to operate in Vietnam issued by the competent authority of the country where such foreign adoption organization was incorporated;
  - d. A proposed humanitarian or charitable program, plan, or project with a view to supporting the adoption of Vietnamese children;
  - e. A report of the activities of such foreign adoption organization in the area of foreign adoption in the last two years, certified by the competent authority of the country where such foreign adoption organization was set up, in which its financial revenues and expenditures concerning activities in the area of foreign adoption shall be made clear. If such organization has carried out a project or an activity in support or in aid of Vietnamese children, a report on the implementation of such project or activity certified by the Vietnamese office(s) or organization(s) having received that support or aid shall be attached.
  - f. A document to substantiate the location of the office;
  - g. A curriculum vitae in stipulated form and a certificate of no criminal record of the person proposed to head the Office.
  
2. The documents prescribed in Paragraph 1 of this Article shall be made in two sets of documents and submitted to the Ministry of Justice of Vietnam.