

# AUSTRALIAN DOCUMENT CONSULAR LEGALIZATION PROCEDURES

## 1. Notarization/Certification by an Australian Notary Public

You take the original documents for consular legalization to get them certified by a notary public in Australia. See the list of authorized Notary Public offices in Australia below:

- [ACT Public Notaries Public](#) in the ACT (Supreme Court of the ACT)
- [NSW Public Notaries](#) (The Society of Notaries of New South Wales)
- [Northern Territory Public Notaries](#) (Supreme Court of the NT)
- [Queensland Public Notaries](#) (The Society of Notaries Queensland)
- [South Australian Public Notaries](#) (Notaries' Society of South Australia)
- [Tasmanian Public Notaries](#) (The Law Society of Tasmania)
- [Victorian Public Notaries](#) (The Society of Notaries of Victoria)
- [Western Australian Public Notaries](#) (WA Justice Department)

### Note:

- Bring the original documents and request certification by a notary public in Australia.
- If it is a translation of the document, it must be translated and signed by a NAATI-certified translator. The translator needs to sign and stamp both the copy of the document for consular legalization and the translation.
- **Australian public documents do not require notarization** but you have to bring the original documents or copies of documents notarised by an Australian Notary Public. Here are some examples for [Australian Government documents](#):
  - Birth certificates, including commemorative certificates and extracts;
  - Marriage certificates (excluding ceremonial and commemorative certificates);
  - Death certificates;
  - Single Status or Record of No Result certificates;
  - Court documents, including Divorce Certificates;
  - Police National Police Checks or Fingerprint Reports;
  - Australian citizenship certificate or International Movement Record (Department of Home Affairs);
  - Australian government commercial documents (e.g. ASIC, ATO or TGA documents);
  - Other Australian government issued documents.

# AUSTRALIAN DOCUMENT CONSULAR LEGALIZATION PROCEDURES

## 2. Certification by the Department of Foreign Affairs and Trade (DFAT)

The Department of Foreign Affairs and Trade (DFAT) is the only authority authorized to provide consular certification and will only legalize public documents:

- Original documents issued by Australian government agencies or officials
- Original documents issued by Australian higher education institutions
- Copies certified by an Australian notary public

Other documents will not be consular certified by DFAT.

DFAT will provide consular certification for documents issued by Australia that are located in Australia, and it also authorizes the Australian Embassy/Consulate in Vietnam to perform consular certification for certain documents.

You should prepare the required documents and complete the form according to the latest 2024 template found [here](#), and submit them in one of the following ways:

### Send by mail:

- Melbourne: Australian Passport Office  
Authentications Section  
GPO Box 2239MELBOURNE VIC  
3001
- Sydney: Australian Passport Office  
Authentications Section  
GPO Box 2239SYDNEY  
NSW2001

### Send directly:

- You need to schedule an appointment online in advance at the following locations in each state of Australia: [Adelaide](#), [Brisbane](#), [Canberra](#), [Darwin](#), [Hobart](#), [Melbourne](#), [Perth](#), [Sydney](#).
- On the appointment day, you can either attend in person or authorize someone to submit the documents on your behalf. Make sure to prepare all required documents; otherwise, you will need to reschedule your appointment.

### Note:

In your submission, include 01 envelope with the postal address for receiving results.

Remember to keep tracking numbers for easy monitoring of the mailing process.

Consular certification fee: \$98 (subject to annual changes).

Processing time: Varies depending on the time of year.

# AUSTRALIAN DOCUMENT CONSULAR LEGALIZATION PROCEDURES

## 3. Request Consular Legalization at the Vietnamese Embassy/Consulate in Australia

### Prepare the following documents:

- One application form for consular certification/legalization ([Form LS/HPH-2012/TK](#)).
- The original identification document (ID card, passport, or equivalent document) if submitting directly, or a copy of the identification document if submitting by mail. This document does not need authentication.
- The document requested for consular legalization that has been certified by the Ministry of Foreign Affairs of Vietnam, plus one copy.
- A copy of papers and documents requested consular legalization.
- A translation of the document requested for consular legalization into Vietnamese and English.
- A copy of the translated document for your records.

An envelope specifying the recipient's address (if documents submitted by mail and requests sent by mail).

### Submit your application at one of the two locations:

Vietnamese Embassy in Australia: 6 Timbarra Crescent, O'Malley, ACT 2606, Australia

Phone: 02 6286 6059

Fax: (02) 6286 4534

Email: [vnemb.au@mofa.gov.vn](mailto:vnemb.au@mofa.gov.vn)

Website: [Send by mail:](#)

- [Melbourne: Australian Passport Office Authentications Section](#)

[GPO Box 2239MELBOURNE VIC 3001](#)

- [Sydney: Australian Passport Office Authentications Section](#)

[GPO Box 2239SYDNEY NSW2001](#)

Consulate General of Vietnam to New South Wales, Queensland and South Australia: Suite 205, Level 2, Edgecliff Centre, 203 – 233 New South Head Road, Edgecliff, NSW 2027

Phone: 02 93271912 - 02 93272539

Fax: 02 93281653

Email: [vnconsul@iinet.net.au](mailto:vnconsul@iinet.net.au)

Website: [Send by mail:](#)

- [Melbourne: Australian Passport Office Authentications Section](#)

[GPO Box 2239MELBOURNE VIC 3001](#)

- [Sydney: Australian Passport Office Authentications Section](#)

[GPO Box 2239SYDNEY NSW2001](#)

Consular legalization fee at the Vietnamese Embassy/Consulate in Australia: \$10 per document.