

MALAYSIA DOCUMENT CONSULAR LEGALIZATION PROCEDURES

Step 1: Notarization/ Authentication

You need to notarize/authenticate the documents requesting consular legalization at the competent authority where the documents were issued. Depending on the type of documents for consular legalization, the competent authority may vary. Here are the specific cases:

- Public documents issued or approved by State and Federal governments do not need to be notarized/authenticated. However, if you cannot present the original document, you must notarize a photocopy at Notary Office.
- For personal/private documents such as appointment letters, business registration, contracts, and power of attorney, the authentication authority is the Notary Office.
- For certificates of origin, the authentication authority is the Chamber of Commerce and Industry.
- For invoices and bills of lading, the authentication authority can be either the Notary Office or the Chamber of Commerce and Industry.
- For educational documents, transcripts, and certificates issued by institutions in Malaysia, the competent authorities are the Ministry of Education, the Ministry of Higher Education, or the Malaysian Education Department.
- For medical certifications, the competent authority is the Ministry of Health.
- For marriage registration documents, the authentication authority is the National Registration Department (JPN).

Step 2: Request for Consular Certification from the Ministry of Foreign Affairs of Malaysia

The Ministry of Foreign Affairs of Malaysia only accepts applications that have been scheduled online in advance via email at: sah_admin@kln.gov.my. Please prepare the following documents:

- The original document requesting consular legalization that has been authenticated (if applicable).
- A passport or valid identification document that can substitute for a passport.
- A power of attorney if someone is submitting on your behalf.

On the appointment day, submit your documents at the Consular Division Ministry of Foreign Affairs Malaysia:

- Address: No. 1, Jalan Wisma Putra, Precinct 2, 62602 Putrajaya.
- Phone: (603)-8000 8000.
- Document submission hours:
 - Monday – Thursday 9.00 a.m – 4.00 p.m.
 - Friday 9.00 a.m – 12.00 p.m; 2.45 p.m – 4.00 p.m.

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Step 3: Request Consular Legalization at the Vietnamese Embassy in Malaysia

Prepare the following documents:

- One application form for consular certification/legalization ([Form LS/HPH-2012/TK](#)).
- Original identification document (National ID card, passport,...) for submitting directly; or one photocopy of the identification document (national ID card, passport,...) for submitting by mail. This document does not need to be authenticated.
- The original document that needs consular legalization, which has been authenticated by the Ministry of Foreign Affairs of Malaysia, plus one photocopy.
- One translated documents requested for consular legalization in Vietnamese and English; plus one photocopy of the translated documents for record keeping, except for the following cases:
 - i) Documents that are drafted in Vietnamese or English; or
 - ii) Documents in Russian, French, Spanish, Chinese, or German that are proposed to be legalized by the corresponding Vietnamese representative office in Russia, France, Spain, China, or Germany; or
 - iii) Documents drafted in languages other than Russian, French, Spanish, Chinese, or German, proposed to be legalized by other representative offices, if the representative office has staff who can understand that language.
- One envelope with the recipient's address and phone number if submitting the application and registering to receive the results by mail route.

You can submit your application at the Vietnamese Embassy in Malaysia directly or via mail route:

- Address: No. 4, Persiaran Stonor 50450, Kuala Lumpur, MALAYSIA.
- Phone: 2148 4534
- Fax: (603) 2148 4534
- Website: <https://vnembassy-kualalumpur.mofa.gov.vn>
- Email: vnemb.my@mofa.gov.vn

Step 4: Notarized Translation into Vietnamese for Use in Vietnam

You can have the documents translated at the Vietnamese Embassy in Malaysia or bring them back to Vietnam for translation.