

# LEGALIZATION

## 1. Legalization of Vietnamese documents for use in Austria:

Such documents must be authenticated by the Consular Department of the Vietnamese Ministry of Foreign Affairs<sup>1</sup> in Ha Noi or by the representative office of the Vietnamese Ministry of Foreign Affairs in Ho Chi Minh City<sup>2</sup>, then legalized by the Austrian Embassy in Ha Noi.

## 2. Legalization of Vietnamese documents for use in Slovenia:

Such documents must be authenticated by the Consular Department of the Vietnamese Ministry of Foreign Affairs in Ha Noi or by the representative office of the Vietnamese Ministry of Foreign Affairs in Ho Chi Minh City, then legalized **either** by the Slovenian Embassy in Beijing (China) with secondary accreditation for Viet Nam **or** by the Vietnamese Embassy in Austria with secondary accreditation for Slovenia.

The following documents must be submitted (to the Vietnamese Embassy in Austria):

- [Application for Legalization](#).
- Original document authenticated by the Consular Department of the Vietnamese Ministry of Foreign Affairs in Ha Noi or the representative office of the Vietnamese Ministry of Foreign Affairs in Ho Chi Minh City.
- Copy of the document for filing at the embassy.
- Fee: cash payment only
- Processing time: 3-5 working days.

## 3. Legalization of Austrian and Slovenian documents for use in Vietnam:

These documents must be certified by the Austrian or Slovenian Foreign Ministry and then legalized by the Vietnamese Embassy in Vienna.

The following documents must be submitted:

- [Application for Legalization](#).
- The original document must be issued in German or English and bear an authentication (over-certification) by the Austrian or Slovenian Ministry of Foreign Affairs. If the document to be legalized is not written in German or English, a certified translation into one of these languages is required.
- Copy of the document for filing at the embassy.

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<sup>1</sup> Vietnamese: Cục Lãnh sự - Bộ Ngoại giao, 40 Trần Phú Str., Ba Đình District, Hà Nội

<sup>2</sup> Vietnamese: Sở Ngoại vụ thành phố Hồ Chí Minh, 6 Alexandre de Rhodes 6, 1. District, Ho Chi Minh City

- Fee: cash payment only
- Processing time: 3-5 working days.

**Contact:**

- **Opening hours: Every Monday and Wednesday from 9:00 am to 12:00 pm**
- The embassy will be closed [on the public holidays of Austria and Vietnam](#). Short-term changes to the opening hours are reserved. Applicants are advised to inquire about the updated opening hours before visiting the Embassy.
- During the opening hours of the Consular Department, telephone inquiries will not be answered.

- **Address:**

Botschaft Viet Nam  
Felix-Mottl- Str. 20  
1190 Wien, Österreich

- **Telefon:**

- The Embassy answers consular-related questions by phone on Tuesdays, Wednesdays and Thursdays from 14:00 to 17:00.
- + For English and Vietnamese: +43 – 1 – 3680 755 10

- **E-Mail:** consular@vietnamembassy.at