

FLORIDA & FBI TO VIETNAM DOCUMENT LEGALIZATION GUIDE

Complete Workflow for University Diplomas, State Certificates, and Digital Live-Scan FBI Checks

CRITICAL AUTHENTICATION ARCHITECTURE NOTES:

1. **Florida State Documents:** The Florida Department of State (DOS) in Tallahassee requires a **FULL NOTARIAL STATEMENT** directly written or appended to your credentials by a local Florida Notary. Standard Document Custodian Affidavits will be rejected.
2. **Federal Document (FBI Background Check):** Federal items skip state lines completely. Once the FBI issues your background check, it must be sent to the U.S. Department of State (Federal) in D.C. and then the Embassy of Vietnam. State-level notaries cannot certify an FBI check.

1. Executive Summary

Securing a legitimate work permit and teaching visa in Vietnam requires four core items to be legally authenticated: your University Diploma, your ESL/TEFL Certificate, your Florida Educator Certificate, and a clean FBI Identity History Summary. Because Vietnam is not a member of the Hague Apostille Convention, standard state-level apostilles are insufficient. Documents must undergo full consular legalization, concluding with individual verification stamps from the Embassy of the Socialist Republic of Vietnam in Washington, D.C.

2. Document-Specific Tracks

Track A: The University Diploma Loop

1. Order an official duplicate diploma through your college's designated third-party vendor (e.g., Parchment or National Student Clearinghouse), changing the shipping location straight to the **University Registrar's Office**.
2. Mail a distinct packet to the Registrar containing your Florida DOS authentication forms, state fees (check/money order), and a prepaid trackable return envelope addressed back to you.
3. The Registrar receives the diploma, executes a **Full Notarial Statement** with a local notary, swaps it into your prepaid envelope alongside the state fees and forms, and forwards it to the Florida DOS in Tallahassee.
4. Florida DOS authenticates the local notary signature and mails the document back to you.

Track B: ESL & Florida Educator Certificates

- Present the physical original or clean duplicates to a local Florida Notary Public. Instruct them to use a full statutory notary statement block directly on the copies. Mail the notarized stack directly to the Florida DOS in Tallahassee with your request forms and state fees (\$10/document).

Track C: FBI Background Check (via Monument Visa & Live Scan Printer)

- **Step 1 (Initiate Order):** Order the FBI Background Check routing service on Monument Visa's web platform. This provides you with the correct federal identification framework.
- **Step 2 (Digital Live Scan & Card Print):** Take your forms to your local Sheriff's office. They utilize a digital **Live Scan biometric glass terminal** to capture prints and print them onto physical cards using an attached card-printer.
- **Step 3 (FBI Transmission):** Mail the resulting digitally-printed fingerprint cards back to Monument Visa. They submit the biometric profile directly to the FBI. Digital PDF results will be issued to your email in about 3 weeks.
- **Step 4 (The D.C. Legalization Order):** Upon receiving the digital PDF check, purchase the separate "Federal Authentication & Vietnam Embassy Legalization" package on Monument Visa's site. Forward your digital check email and mail your physical documents from Tallahassee. Monument Visa manages both the Federal US Department of State authentication stamps and the final Vietnam Embassy consular legalization stickers.

3. Consolidated Master Matrix

Step	Document	Stage & Action Required	Fees & Costs
1.1	University Diploma	Order duplicate diploma via vendor to University Registrar.	Vendor Fee (~\$10-\$30)
1.2	University Diploma	Mail packet to Registrar with FL DOS forms, fees, and return envelope.	FL DOS Fee (\$10/doc)
1.3	University Diploma	Registrar executes Full Notarial Statement with notary, routes to Tallahassee.	None (Admin)
2.1	ESL & Educator Certs	Take original certs to local FL Notary. Require Full Notarial Statement.	Notary Fee (~\$10)
2.2	ESL & Educator Certs	Mail or drop off notarized certificates to State DOS in Tallahassee.	FL DOS Fee (\$10/doc)
3.1	FBI Background Check	Order online via Monument Visa. Obtain federal identity forms.	Initial Channeler Fee
3.2	FBI Background Check	Sheriff's Office captures prints via digital Live Scan and prints onto physical cards.	Local Fee (~\$10-\$20)
3.3	FBI Background Check	Mail printed fingerprint cards to Monument Visa. Secure digital result in ~3 weeks.	Included in channeling
3.4	FBI Background Check	Purchase D.C. Legalization package online. Forward digital FBI result email.	Monument Service Fee
4.1	All 4 Documents	Mail 3 physical state docs to vendor. Vendor bundles with FBI check for US DOS.	US DOS Fee (\$20/doc)

Step	Document	Stage & Action Required	Fees & Costs
4.2	All 4 Documents	Vendor routes stack from US DOS to Vietnam Embassy for final seals.	Embassy Fee (~\$30-\$50/doc)

4. Consolidated Visual Flowchart Archetype

