

EU EMERGENCY TRAVEL DOCUMENT (EU-ETD) FACT

Procedure:

1. Justification for EU ETD application:

- Written statement declaring the reasons for the request, indicating the following data:
 - Full name
 - Nationality
 - Date of birth
 - Sex
 - Parents' names
- Applicant's photo
- Scanned copy of applicant's passport

2. **Request for the authorization of the issuance of an EU ETD:** Upon receiving the written application, the Embassy will forward it (along with a copy of the passport and a photo of the applicant) to the Ministry of Foreign Affairs, European Union and Cooperation of Spain, who will transmit it to the Ministry of Foreign Affairs of the Member State of which the person declares himself to be a national or, where appropriate, to the competent Diplomatic Mission or Consular Office of said Member State, within a maximum period of two working days from the receipt of the application, with the purpose of verifying the nationality and identity of the applicant.

3. Once the issuance of the EU ETD has been authorized, the interested party must appear in person at the premises of the Embassy of Spain in Hanoi (4 Le Hong Phong, Ba Dinh, Hanoi) to present the following documents:

- [EU ETD application form](#)
- Copy of the previous passport.
- One recent color photograph (32 x 26 mm.) on a white background, taken from the front, without dark glasses or clothing that prevents the identification of the person – clothing that leaves the oval of the face visible is acceptable.
- Air ticket bookings
- For minors or disabled persons:
 - Parental travel authorization
 - Document proving legal representation (birth certificate / guardianship order, etc.)
- Payment of the fee (**except for EU ETD with Spain as destination of return**). Please check the **exact** fee before your appointment, for it has to be paid in cash and in the exact amount (we do not have money change, nor can we receive fees in quantities different from the published ones). The corresponding fee can be found on the line just below number 13 in the [CONSULAR FEES TABLE](#).

Please note that electronic and/or mobile devices are not permitted on the Embassy premises. Visitors must store them in the Embassy's designated lockers. Therefore, on the day of your appointment, you must bring a **printed** copy of your appointment confirmation, as well as all the required documents for the consular procedure you are requesting (downloaded forms, fully completed, dated, and signed; original and photocopy of identification documents such as national identity cards and/or passports).

IMPORTANT:

Report of the loss or theft of a passport or other documents: In case of theft or loss of your passport or other documents, it is recommended that you file a report with the nearest police station to avoid liability arising from the fraudulent use of the documents by third parties.

Procedure before the Vietnamese immigration authority after obtaining the EU ETD:

With the EU ETD, you must go to the Vietnamese authorities to obtain an exit permit, presenting your EU ETD, a police report for the loss of your passport (if applicable), and a Note Verbale issued by the Embassy, and paying the corresponding fee. This permit must be requested at one of the two Immigration Control Departments in the country.

For guidance, please see below the list of documents that must accompany your application for a Vietnam exit visa:

- Your EU-ETD and, if applicable, a copy of your old passport and Vietnamese visa
- A 4x6cm photograph with a white background
- Payment of the corresponding fee
- Your airline ticket
- If applicable, a police report for the loss of your passport
- A Note Verbale issued by the Embassy to support your exit visa application

CONTACT INFORMATION FOR VIETNAM IMMIGRATION DEPARTMENTS:

Department of Immigration of Hanoi

Address: 44-46 Tran Phu, Ba Dinh

Telephone: (024) 38 26 4026

Web: Cuc.Quan.ly.Xuat.nhap.canh

Department of Immigration of Ho Chi Minh City

Address: 333-335-337 Nguyen Trai, Phuong Cau Ong Lanh

Telephone: (028) 39 20 0365

The exit visa process takes up to 7 days.