

GUIDELINES

JULY 2025

e-ID REGISTRATION For Foreigners And Businesses In Vietnam

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What is an e-ID?

E-ID is defined in the Decree as “information about an agency, organization, or individual in the digital identification and authentication system that allows unique identification of that individual, agency, or organization in the digital environment.”

An e-ID account is used to log into and access features and utilities on the VNeID mobile application, developed by the MPS to digitize administrative tasks and procedures. **an**

There are different types of e-IDs given to users, depending on whether they are a Vietnamese or foreign citizen, and whether they are an individual or an organization. The Decree categorizes e-ID accounts into two types:

- E-ID accounts for individuals, which are further divided into Level 1 and Level 2; and
- Corporate E-ID accounts for organizations.

The primary difference between Level 1 and Level 2 e-ID accounts lies in the amount of information required, the types of online services they can access, and the registration method.

- Level 2 e-IDs require all of the same information as Level 1, with the addition of fingerprints.
- In addition, Level 1 e-IDs can be applied for digitally via the VNeID application, whereas Level 2 e-IDs must be applied for in person at the immigration management agency under the MPS or the provincial-level public security office.

REGISTRATION LEVEL-2 e-ID ACCOUNTS FOR FOREIGNERS

1. Legal Basis

From **1 July 2024**, foreign nationals residing in Vietnam can register for **Level-2 Electronic Identification (eID)** accounts via the **VNeID application**. This is part of a nationwide initiative by the **Ministry of Public Security (MPS)** to enhance digital public services and streamline administrative procedures.

On **2 July 2025**, the MPS officially launched a **50-day national campaign** to issue Level-2 eID accounts for foreign nationals holding **valid residence cards** in Vietnam.

2. Why Is This Important?

According to the Immigration Department, registering for a Level-2 eID account offers the following benefits for foreigners living and working in Vietnam:

- **Simplified administrative procedures:** Save time, reduce paperwork, and minimise the need for in-person visits.
- **Secure access to public services:** Use the app to verify identity for a variety of digital services.
- **Convenient digital storage:** Store your electronic residence card and other legal documents directly in the app.
- **Integration with Vietnamese systems:** Register rental accommodations, perform banking transactions, and more.
- **Language support:** The VNeID app now includes an **English interface** to improve user experience for non-Vietnamese speakers.

3. Who is eligible?

Only foreigners with valid permanent residence cards or temporary residence cards in Vietnam are eligible to register.

4. How to Register: Step-by-Step Process

The registration process for a Level-2 eID account includes the following five steps:

1. Visit the immigration authority

Foreign nationals must visit a local **Immigration Management Office** under the Ministry of Public Security.

2. Present valid documentation

- Passports and valid temporary residence cards or permanent residence cards;
- Information required in Form TK01 (*Annex 1*) issued with Decree No. 69/2024/ND-CP; and
- Mobile number, email address (if any).

3. Data verification and biometric collection

Officers will:

- Input your information into the eID system
 - Collect biometric data (**portrait photo and fingerprints**)
 - Verify your data against the national immigration database
- You will need to provide consent for eID account creation.

4. Submission of eID request

The immigration office will forward your information to the **Electronic Identification and Authentication Management Authority**.

5. Receive notification of results

You will be notified of your application status via:

- The **VNeID app**
- Your **registered phone number or email address**

4. Processing Time

- If your biometric data (facial photo and fingerprints) **already exists in the national database: Within 3 working days**
- If biometric data is **not yet stored: Within 7 working days**

5. Where to Register

In Hanoi:

Visit: **Immigration Management Office – Hanoi City Police**

📍 *No. 44 Phạm Ngọc Thạch Street, Hanoi*

☎ Hotline: 0692.191.506 or 0912.691.388

In Ho Chi Minh City:

Visit: **Immigration Management Office – HCMC Police**

📍 *No. 196 Nguyễn Thị Minh Khai Street, Xuân Hòa Ward, HCMC*

☎ Hotline: 0283.829.9398

REGISTRATION e-ID FOR BUSINESSES

As of July 1, 2025, Vietnam will no longer accept existing corporate accounts on the National Public Service Portal or other provincial-level digital accounts for handling online administrative procedures.

Instead, entities will have to create an e-ID, as prescribed in regulations issued in 2024.

1. Legal Basis

- **Clause 4, Article 40** of Decree 69/2024/NĐ-CP: Business accounts currently used on the **National Public Service Portal** or local-level administrative procedure systems will **expire on 30 June 2025**.
- **From 1 July 2025**, all businesses must use a **VNeID e-identification account** to access and complete administrative procedures on digital public platforms.
- **Articles 2 and 12** of the Decree confirm that these regulations **apply to all enterprises**, including FDI enterprises.

2. Why Is This Important?

From 1 July 2025, businesses without a valid VNeID will:

- ✗ Be unable to access online tax, customs, or business licensing systems
- ✗ Face disruptions in filing reports, submitting forms, or receiving government notifications
- ✓ Businesses with VNeID can:
 - Securely log in to national and provincial e-service portals
 - Digitally sign and submit documents

- Streamline e-commerce and compliance processes

3. Who Can Register?

- The **legal representative** of the business (e.g. Director)
- The **head of the organization**
- An **authorized individual** (with a valid **Power of Attorney**)

 *Note:*

- The registrant must hold a **Level-2 personal VNeID account**.
- If a business has **multiple legal representatives**, their **consensus is required** for the registration.

4. How to Register?

The head of the agency or organization can either register independently or authorise another individual to do so through 02 methods:

- **Online registration:** Online registration via the VNeID App or on the VNeID national identification website (<https://vneid.gov.vn>)
- **In-person registration:** In-person registration at a competent ID Card Management Agency.

5. Online registration: Step-by-Step Process

Step 1: Install the VNeID app (Android or iOS).

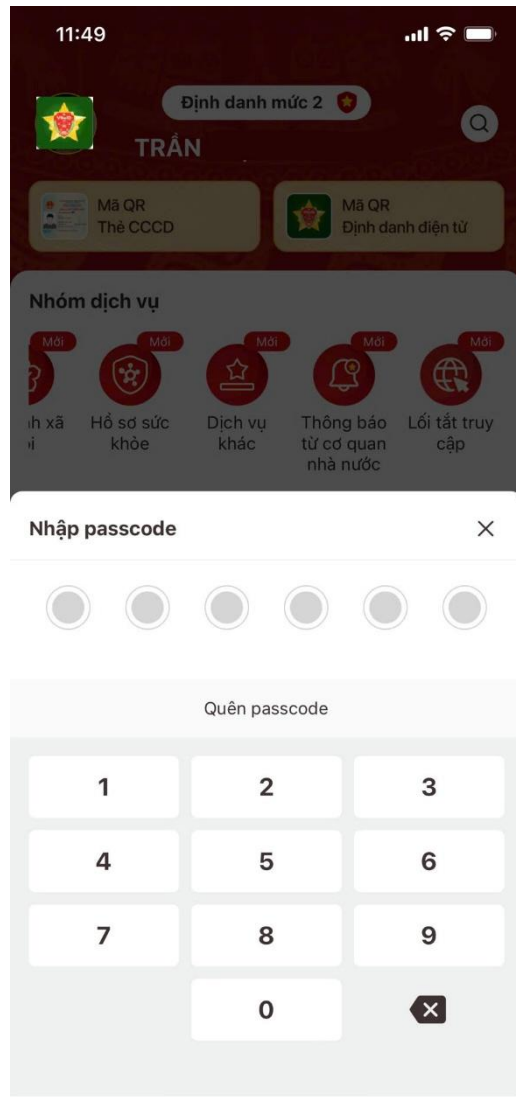
The legal representative, head of the agency/organisation, or an authorised individual logs into their Level 2 personal electronic identification account on the VNeID App. Select **“Organisational Identification”** & **“Register Organisational Identification”**



Step 2: Authenticate with a passcode

Note: If citizens don't remember their passcode, press "Forgot Passcode" to reset it.

If citizens enter the wrong passcode more than 5 times, their passcode will be locked until the next day.



Step 3: Choose the type of organizational identification registration

On the “Organizational Identification” screen

→ Tap “Register Organizational Identification” and then select “Declarant”



Đổi tài khoản



TRẦN

Tài khoản cá nhân



Đăng ký định danh tổ chức



Chưa có thông tin định danh tổ chức

Step 4: Enter Organization Information

Note: There are 4 types of organizations:

- Enterprises
- Those with a tax code (no business registration)
- Cooperatives
- Those without business registration, tax code, or cooperative registration

NOTE: The information fields displayed will vary depending on the type of organization. Citizens must complete all required fields. After entering all the required information, check the box labeled *"I hereby confirm the accuracy of the above information and request the creation of an identification account for the agency/organisation."*

→ Select "Submit Request"



Step 5: Authenticate with a passcode

Step 6: Registration request successfully created review request.

- Press "Return to Home" to go back to the home screen of the Level 2 personal electronic identification account.
- Press "Review Request" to view the just-submitted organizational identification registration request.

6. In-Person Registration: Step-By-Step Process

Step 1:

The legal representative or authorised person must visit the local police office with the following documents: organisation documents (e.g. Certificate of Enterprise Registration, Representative Office Licence, etc.); the applicant's identification document (e.g. ID card); and, if acting as an authorised person, a valid Power of Attorney.

Step 2:

Complete the "Application Form for eID Account" (Form TK02 issued with Decree 69) (Annex 2)

Step 3: Submit the application for processing

Step 4: The electronic identification and authentication management agency shall **check and authenticate information** about the agency or organization in the National Database of Business Registration, the national database and other specialized databases.

The deadline for notifying the results of registration for an identification account is **03 working days** for enterprises that are already in the national database or specialized database.

The deadline for notifying the results of registration for an identification account is **no more than 15 working days** for enterprises that are not in the national database or specialized database.

Step 5: The electronic identification and authentication management agency shall notify the **results of registration** for an electronic identification account to the legal representative via the previous phone number or mailing address.

7. How To Look Up The Name And Electronic Identification Code Of A Business

To look up whether the name and identification code of a business have been processed, users need to follow these steps:

Step 1: Log in to the VNeID application

Step 2: At the login interface, click "Look up the processing of the application for granting an organization identification code", then the application will display the processing of the business registration application.

The business identification code will be updated immediately on the application when the identification management agency successfully authenticates electronically.

8. Will Businesses Be Fined If They Do Not Register For Electronic Identification?

Currently, there are **no regulations** on penalties for this matter. However, if they do not have an electronic identification account after June 30, 2025, businesses will face major obstacles and will not be able to perform activities such as tax declaration, digital signature, public service registration, etc. This will certainly cause stagnation and negatively affect the business activities of the business.

Therefore, businesses need to urgently register for an electronic business identification account before the deadline of July 1, 2025.

ANNEX 1 – FORM TK01

Mẫu TK01

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

PHIẾU ĐỀ NGHỊ

Cấp tài khoản định danh điện tử, căn cước điện tử
(Dùng cho công dân Việt Nam, người nước ngoài)
APPLICATION FORM FOR ELECTRONIC IDENTITY ACCOUNT
(Used for Vietnamese citizens and foreigners)

A. NGƯỜI ĐỀ NGHỊ THE APPLICANT:

1. Họ, chữ đệm và tên (viết chữ in hoa):

.....

Full name (in capital letters)

2. Số định danh cá nhân/Hộ chiếu hoặc giấy tờ có giá trị đi lại quốc tế số:...

Personal Identification Number/Passport or International Travel Document number

3. Ngày, tháng, năm sinh:..... / /

Date of birth

4. Số điện thoại:

Telephone Number

5. Email:

B. ĐĂNG KÝ TÍCH HỢP THÔNG TIN LÊN TÀI KHOẢN ĐỊNH DANH ĐIỆN TỬ
REGISTER TO INTEGRATE INFORMATION INTO ELECTRONIC IDENTITY ACCOUNT

(Ghi đầy đủ thông tin: (1) Tên loại giấy tờ đề nghị tích hợp; (2) Ghi cụ thể các thông tin trong giấy tờ cần tích hợp. Ví dụ: 1) Giấy phép lái xe (Số giấy phép lái xe; Hạng; Ngày, tháng, năm cấp; Đơn vị cấp; Có giá trị đến)

(Fill in all the following information: (1) Name of document type requested for integration; (2) Specify the information in the documents that need to be integrated. For example: 1) Driver's license (Driver's licence number; Class; Date, month, year of issue; Issuing authority; Date of Expiry)

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**C. ĐĂNG KÝ TÀI KHOẢN ĐỊNH DANH ĐIỆN TỬ CHO NGƯỜI DƯỚI 14 TUỔI,
NGƯỜI ĐƯỢC ĐẠI DIỆN, NGƯỜI ĐƯỢC GIÁM HỘ**

***REGISTER AN ELECTRONIC IDENTITY ACCOUNT FOR PEOPLE UNDER 14
YEARS OLD, REPRESENTED PERSON, THE WARD***

1. Thông tin người dưới 14 tuổi, người được đại diện, người được giám hộ

Information for people under 14 years old, represented person, the ward

1.1. Họ, chữ đệm và tên (*viết chữ in*

hoa):

Full name (in capital letters)

1.2. Số định danh cá nhân/Hộ chiếu hoặc giấy tờ có giá trị đi lại quốc tế:

Personal Identification Number/Passport or International Travel Document number

1.3. Ngày, tháng, năm sinh:

.....

Date of birth

1.4. Mối quan hệ với người đề nghị:

.....

Relationship with the applicant

D. CAM KẾT CỦA NGƯỜI ĐỀ NGHỊ

COMMITMENT OF THE APPLICANT

1. Tôi cam kết rằng những thông tin được khai trong đơn này là đúng sự thật, hoàn toàn chịu trách nhiệm trước pháp luật về tính chính xác, đúng sự thật của các giấy tờ đã cung cấp.

I commit that the information provided in this application is true, and I take full responsibility before the law for the accuracy and truthfulness of the documents provided.

2. Tôi đồng ý sử dụng dịch vụ định danh và xác thực điện tử, cam kết chịu trách nhiệm quản lý và sử dụng tài khoản theo đúng quy định của pháp luật.

I agree to use electronic identification and authentication services and commit to be responsible in managing and using the account in accordance with the law.

Cán bộ tiếp nhận

Receiving officer

(Ký, ghi rõ họ và tên)

Sign and write full name

Người đề nghị

The applicant

(Ký, ghi rõ họ và tên)

Sign and write full name

ANNEX 2 – FORM TK02

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

PHIẾU ĐỀ NGHỊ

Cấp tài khoản định danh điện tử
(Dùng cho cơ quan, tổ chức)

A. THÔNG TIN NGƯỜI ĐĂNG KÝ

1. Họ, chữ đệm và tên:

.....

2. Số định danh cá nhân/CCCD:

.....

3. Quốc tịch: ☐ Việt Nam; Quốc tịch khác:

.....

B. THÔNG TIN CƠ QUAN, TỔ CHỨC

1. Tên tiếng Việt của cơ quan, tổ chức:

.....

2. Tên viết tắt:

.....

3. Tên tiếng Anh:

.....

4. Ngày, tháng, năm thành lập:

.....

5. Địa chỉ trụ sở chính:

.....

6. Lĩnh vực hoạt động:

.....

7. Mã số tổ chức/doanh nghiệp:

.....

8. Lĩnh vực kinh doanh:

.....

9. Ngành nghề kinh doanh:

.....

10. Mã số thuế tổ chức (nếu có):

.....

11. Họ, chữ đệm và tên của người đại diện cơ quan, tổ chức:

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12. Số định danh cá nhân/CCCD của người đại diện cơ quan, tổ chức:

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13. Quốc tịch của người đại diện cơ quan, tổ chức: ☐ Việt Nam; Quốc tịch khác: ..

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C. CAM KẾT CỦA NGƯỜI ĐĂNG KÝ

Tôi cam kết rằng những thông tin được khai trong đơn này là đúng sự thật, hoàn toàn chịu trách nhiệm trước pháp luật về tính chính xác, đúng sự thật của các giấy tờ đã cung cấp.

Cán bộ tiếp nhận
(Ký, ghi rõ họ và tên)

Người đăng ký
(Ký, ghi rõ họ và tên)