



## Get official documents and certificates ready for translation

If you need to get your documents translated for official or legal purposes, this guide will help you prepare your certificates for translation and outlines other factors you may need to consider.

**Latest News:** We now have a whole web site devoted to official documents! Please go to [www.transaction.co.uk/offdocs](http://www.transaction.co.uk/offdocs) for more information.

The following information does not constitute legal advice in any way and therefore TransAction bears no responsibility for its use by you the reader. Please consult your legal advisor or the relevant embassy for the latest position of the law.

### Examples of when to get certificates translated

#### When applying for a UK driving licence

An official translation of your birth certificate is now required if you were born outside the UK. Go to [www.dvla.gov.uk/contact/local\\_offices.htm](http://www.dvla.gov.uk/contact/local_offices.htm) to find your local DVLA office.

#### When getting married abroad

Depending on the country, you may be required to provide a translation of both spouses' birth certificates, as well as of a declaration stating that you are free to marry. This declaration is usually drawn up by your solicitor.

#### When marrying someone from abroad

It may be necessary for you or your spouse's documents or Certificate of No Impediment to be translated, if you are entering a mixed-nationality marriage.

#### When planning to study or work abroad

Depending on the host country, you may need to provide an official translation of your academic certificates to prove your academic record and possibly of your birth certificate for identification purposes.

Translations of various certificates may also be needed if you are **changing your name** on your passport, **getting divorced** or **dealing with probate matters**; for example the death certificate of a relative in another country or a will relating to an estate abroad.

### Different types of certification

Regardless of the type of certificate and the purpose for the translation, certification of the translation is usually required. If you need your documents translating for legal reasons for instance, you should check with your legal representative which of the following types of certification will be required:

[transaction@transaction.co.uk](mailto:transaction@transaction.co.uk)

## Certified translation

We supply the translation with a stamped declaration on our headed paper stating that to the best of our knowledge and ability, we have provided a true translation of the original document.

This is usually what is required for getting married abroad, a change of name on a passport, showing your academic credentials or applying for a UK driving licence or housing etc. This is included in our charge and more than one copy of the declaration can be made. The declaration can also be written in the relevant language, as well as in English.

## Affidavit

For legal proceedings such as divorces etc., an affidavit may be required by the courts. This is a declaration in writing made upon oath by the translator before a person authorised to administer oaths i.e. a **Notary Public** or **Commissioner for Oaths**.

The price for this can vary, depending on the charges made by the Notary Public or Commissioner for Oaths used, but it is generally cheaper than a notarisation.

## Notarised translation

This may be required to authenticate the translation of a legal or contractual document. The notary binds the documents together and applies their seal. As with an affidavit, the translator has to go to a Notary Public in person for the translation to be authenticated.

## Copying your documents

RZECZPOSPOLITA POLSKA  
Województwo  
Urząd Stanu Cywilnego w  
**ODPIS SKRÓCONY AKTU ZGONU**

**I. Dane dotyczące osoby zmarłej:**  
1. Nazwisko  
2. Imię (imiona)  
3. Nazwisko rodowe  
4. Stan cywilny  
5. Data urodzenia  
6. Miejsce urodzenia  
7. Ostatnie miejsce zamieszkania

**II. Dane dotyczące daty i miejsca zgonu:**  
1. Data  
2. Miejsce

**III. Dane dotyczące małżonka osoby zmarłej:**  
1. Nazwisko  
2. Imię (imiona)  
3. Nazwisko rodowe

**IV. Dane dotyczące rodziców osoby zmarłej:**

	Ojciec	Matka
1. Imię (imiona)		
2. Nazwisko rodowe		

Miejsce na opłatę skarbową

Urząd Stanu Cywilnego  
Województwo  
CZĘSTOCHOWA

It is usually unnecessary to send your original certificate, saving time and money on registered postage etc. You can make copies in the following ways:

### Photocopy

A black and white photocopy is preferable. If the certificate is quite small in size or the text has a small typeface or is hand-written, an enlarged copy is a good idea, even if it spans more than one sheet of A4 paper.

### Scan

Save your copy in TIFF or JPEG format as a black and white graphic, as colour copies increase the file size tremendously. A resolution of around 200 dpi (fine fax quality) is more than enough. Again, an enlarged copy may be required. To reduce file size it is advisable to zip up your files if you can.

## Preparing your copies for translation

Be aware that some parts of the original may not show up in the copy, especially when sending by fax. For a correct translation, all signatures and official stamps also have to be included in the final version.



Where it is unclear that there is a stamp or signature on the copy, write the words **[ official stamp ]** or **[ signature ]** on or near its location without obscuring any of the text to be translated.

If any names are difficult to read, as they have been hand-written etc., show them in block capitals on another page so that any errors can be avoided. Where handwriting in the original document is illegible, this would be indicated in the translation.

For languages that use non-Roman alphabets (e.g. Russian, Arabic, Hebrew, Asian languages etc.), please provide the transliteration of all family and place names etc. to ensure that our translators use the correct English spelling.

## When you send your translation

If we have already given you a quote, send a cheque for that amount payable to **TransAction Translators Limited** along with your documents. Translations are not usually returned until

[transaction@transaction.co.uk](mailto:transaction@transaction.co.uk)

payment has been received. Other means of payment include postal order, BACS and Giro – contact us for more information.

### **When you receive your translation**

Check that all dates and spellings of names and places are correct.

### **When you get back from your wedding abroad**

Send us a copy of your marriage certificate and we will translate it.

[transaction@transaction.co.uk](mailto:transaction@transaction.co.uk)