

Instructions for Certified Translation

To be used for documents not in English, such as diplomas, marriage certificates, etc.

- Create an English version of the document on a separate page
- On page with the translation, the translator should write:
“I certify that I am proficient in English and [language] and that this is an accurate translation”
- Translator should write name, date, and sign
- Any bilingual person may do this, except you and your spouse

Note: Translator does not need to be a notary or certified translator, and translator’s signature does not need to be notarized.