



# Ordering a certification of translation

If your translation will be used by a public authority or for a legal purpose, it may need to be “certified”. This is also referred to as “verification”, and the type you need will depend on what the translation is being used for. Please see the information below about the types of certification we offer and the details that we will need to produce your certification.

## Self-certification

The translator produces a certificate which gives his or her qualifications and position, and signs it to say that he or she is familiar with the languages involved and that the translation is to the best of his or her knowledge a true translation of the original document.

## Statutory declaration before a solicitor (“swearing”)

*under the Statutory Declarations Act 1835*

The translator produces a certificate (see “self-certification”) and takes this, along with proof of identity and qualifications, to a solicitor, who satisfies him- or herself of the translator’s identity and the translator signs a declaration (which must be in English in a particular format).

The solicitor does not verify the quality or accuracy of the translation.

**We are only able to arrange this service in the Colchester area**

## Notarisation

The translator produces a certificate (see “self-certification”) and takes this, along with proof of their identity and qualifications and printed copies of the original document and the translation to a notary, who verifies the identity of the translator and the presence of the original and translated documents.

The notary does not verify the quality or accuracy of the translation.

**We are only able to arrange this service in the Colchester area**

## Ordering a certification/verification of translation

To produce a certificate/verification, we will need to know the following information:

- What **type of certification/verification** you require
- The **country or countries** in which the certification is to be used
- What **type of document** it is (e.g. *German Patent Application/ Birth Certificate*)
- Any official **reference numbers** or **dates** to be included on the certificate (e.g. *PCT number*)
- How you would like to receive the certificate (e.g. *pdf copy by email, hard copy in the post or by courier*)

If possible, please let us know if you require (or think you may require) a certificate of translation when you place your order with us.

*If you are not sure which type of certification/verification you need, please ask the organisation who have asked for the translation or speak to legal professionals who are involved in the process.*

Self-certification		“Swearing”		Notarisation	
Certificate: (each)	£15.00	Certificate (each):	£15.00	Certificate (each):	£15.00
		Solicitor’s fee (approx.):	£10.00	Notary’s fee (approx.):	£120.00
		Translator’s time (1 hr):	£50.00	Translator’s time (1 hr):	£50.00

*Unlike in many other countries, the concept of an official “sworn” translator does not exist in the UK. Certification does not guarantee the quality of the translation, but confirms the identify of the translator.*

