

# Official Translations: A Checklist for Preparing Your Documents

When it comes to translating official documents, many of the legal requirements depend on the country where they will be used. This checklist will help you get your documents ready to avoid the frustration of redoing your translations.

- ☐ Check you have the final version of the original documents. Make sure all documents have been signed, dated and stamped accordingly and that there are no missing pages.
- ☐ Verify the documents are legible, especially handwritten ones.
- ☐ Confirm with the relevant authorities if all the requirements have been met before requesting the translation. Also, ask if the original document needs to be legalised/ apostilled **before** commissioning the translation.
- ☐ Provide a high-quality copy of the documents. If you are submitting digital copies, use a scanner whenever possible.
- ☐ Ensure that all the sections that need translation are clearly legible in the digital copy. This includes any stamps or seals which appear on the documents.
- ☐ Confirm the timescales with the translator and the authorities. This is particularly important when the translation needs to be notarised or legalised, or if you must meet an urgent appointment (for example, at a visa application centre).
- ☐ Be clear on how urgent you need the translations to be delivered and consider the courier services' delivery times for receiving your hard copies.

