PRACTICAL PREPARATION CHECKLIST

Preparing documents for a certified translation

What to send, what to check with the recipient and how to avoid discovering a missing page at the last moment.

1. Start with the recipient’s requirements

Check the language, format, number of copies and whether an original or certified copy is required. For overseas use, ask about legalisation or an Apostille. A certified translation does not by itself satisfy every requirement a recipient may have.

2. Send the complete document

The scan or photograph should show the whole page, including edges, signatures and stamps. Photographing directly from above in good light, without glare, usually helps. Check the reverse side too.

3. Include a short brief

State the source and target language, recipient, deadline and preferred collection or delivery method. Mention any instructions for spelling names or using specific terminology.

4. Confirm the quote and final format

After reviewing the material, we agree the price, deadline and the document that will accompany the translation. If you need additional copies, it is helpful to say so at the outset.

Ready to send

[ ] Recipient’s instructions

[ ] All pages, reverse sides and certifications

[ ] Language, deadline and copies

[ ] Original or certified-copy arrangements

Timing and price are confirmed after reviewing your requirements. Please call for urgent work.

Apostille: official information is available at www.hcch.net/Apostille. Check the requirements for your specific document with its recipient.