



Surrey Translation Bureau
Your words, their language

Legal certification services for translations

A Surrey Translation Bureau Guidebook

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When a translation just isn't enough

In addition to the straight-forward translation process, we can also organise certification services for your documents, depending on your requirements, to give the translation extra weight in an official context.

Sometimes, you may need to prove that your translation is accurate and has been prepared by professional translators (as opposed to a friend or relative), or in other instances, an organisation may also need to verify our identity as a professional language service provider, which is where these services come in.

PLEASE NOTE: This document is designed to give you an outline of the different legal services that can be applied to your translation. They are listed in order of how commonly they are requested.

Surrey Translation Bureau is not able to give you any advice about which service you may need to suit your purpose. It is up to you to research and make a decision about the services you require.

We can only provide these services if you have ordered a translation, editing or revision project from us.

Standard service

Should you need to prove that your translation is accurate and has been prepared by professional translators (as opposed to a friend or relative), or if an organisation to whom you are providing your document needs to verify our identity as a professional language service provider, then our standard certification service should meet this requirement.

Certified translation

What we do

We attach our stamped, dated and signed company certificate, verifying that the translation is accurate, to a copy of the source document and the translation. We then affix our ITI corporate seal, which certifies that we are a corporate member of the Institute of Translation & Interpreting.

We will also stamp and initial each page of the translation and bind all the documents together using a thermal binder.

The certificate looks like this, with the seal applied on the bottom right-hand corner:



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TO WHOM IT MAY CONCERN

I, the undersigned, acting on behalf of Surrey Translation Bureau, declare that the translation into **English** of the attached documents:

Our reference: **STB ????.**

Text description: **XXXXXXX**

Client: **XXXXXXX**

Service level: **XXXXXXX**

is, to the best of my knowledge and belief, **a true** and faithful rendering**s** in **English** of the original documents in **Russian**, performed in line with our quality standards and carried out by a professional translator.

Surrey Translation Bureau is independently certified to BS EN 15038:2006, the European standard setting out the requirements for the provision of quality services by translation service providers.

Signed,

XXXX
Project Manager
Surrey Translation Bureau

What it does

Certification verifies that that the translation is accurate and has been prepared by professional translators.

What it costs

Certification costs GBP 30 + VAT in addition to translation costs, and includes recorded delivery.

Specialist services

Should you be asked by a solicitor or equivalent to enquire about a specific legal service relating to the certification of your translation, then these are the most common options.

We can offer these services in addition to the cost of your translation; however please note that the turnaround times may be longer, as we have to take or send your documents to legal professionals.

Notarised translation

What we do

We take our stamped, dated and signed company certificate, thermally-bound together with a stamped and initialled copy of the translation and the source text, to a local notary public.

The notary public verifies our identity and we sign our company certificate in his presence.

The notary public also adds his signature, seal and stamp to our company certificate.

What it does

The notary public, as a legal practitioner, verifies our identity as a professional language service provider. He/she does not verify the translation itself.

Notarisation is normally relevant for documents that are intended for use in other countries. It is commonly requested for legal documents such as marriage or birth certificates.

What it costs

Notarisation costs £70 + VAT in addition to translation costs, and includes recorded delivery.

Legalised translation (Apostille)

What we do

We take or send the notarised copy of our company certificate, thermally-bound together with the translation and source text (as described above) to the UK Foreign and Commonwealth Office.

The FCO then attaches an apostille to the notarised copy of our company certificate and confirms that the signature/seal/stamp on the notarised translation is genuine.

What it does

An apostille is an official certificate that is attached to documents ensuring that they will be recognised and accepted in member states of the Apostille Convention without the need for any further legislation.

Legalisation is where the FCO authenticates the notary public's signature, seal and stamp.

WARNING! If a destination country is not a member of the Apostille Convention, the document may also need to be taken to the relevant embassy.

What it costs

Charges for legalisation start at £125 + VAT in addition to translation costs, and include recorded delivery.

Affidavit (sworn translation)

What we do

We take our stamped, dated and signed company certificate, thermally-bound together with a stamped and initialled copy of the translation and the source text, to a local solicitor.

We sign our company certificate in the solicitor's presence and swear an oath that the information given is true in front of him/her.

WARNING! A UK sworn translation is **not** the same as a continental sworn translation. In Germany, for example, sworn translators are appointed by regional courts. Translators in the UK are not 'sworn' (appointed and qualified by public bodies); the State does not authorise translators.

What it does

An affidavit is a type of verified statement or example of truth. In other words, it contains verification, meaning it is under oath or penalty of perjury and this serves as evidence to its veracity and is required for court proceedings.

There is no particular definition of a sworn translation, but in this case the STB representative has made a statement under oath to the effect that the translation has been completed by professional translators.

What it costs

An affidavit costs £30 + VAT in addition to the cost of translation, and includes recorded delivery.