



# Certification & Legalisation



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# Introduction

- Thank you for choosing Nettprofile Ltd. to handle the translation of your documents. We are pleased to provide this facility for you. But we can do more. For an additional charge, we can carry out all the steps necessary to ensure the full certification and legalisation of your translated documents should you intend to use them abroad.
- In the following paragraphs we set out a quick guide to the procedures involved in the certification and legalisation process.
- In order to allow us to offer you a faster and more efficient service, please take a few moments to familiarise yourself with these procedures before we discuss our service in detail. . If we are to handle the translation, certification and legalisation process in the most proficient manner, we need first to be sure exactly how and where you intend to use the documents.
- The answers to these questions have an important effect on the legalisation requirements involved. Please plan well in advance, since some legalisation procedures, such as those involving foreign embassies, can take up to 10 days to handle.



# Certification of translated documents

## 1. What is a certified translation?

In the translation field, a certified translation is a written document, signed by the translator, in which they swear under oath that their translation of a document is true to the original. The translator normally does this before a notary public or another person authorised to take oaths (i.e. a solicitor, a court magistrate or a commissioner of oath).

### Sample translation certification

"I\_(name) a qualified translator fluent in (source & target language) registered with the institute of linguist number XXX working on behalf of Nettranslation Ltd, declare that to the best of my knowledge, the attached document in (target language) is a true and accurate translation of (name of document and source language)"

Signed or attested before me on \_\_\_\_\_(date) by

\_\_\_\_\_(name/s of person/s).

(Signature of Notary Public/Solicitor) (Seal)

## 1.1. Sworn Translator

- In some countries, such as France, this procedure is not necessary. In these countries, a translator can register themselves as a "sworn translator". A sworn translator is a professional who has been duly accredited to translate and legalise documents by an authority such as a High Court of Justice, a Ministry of Justice or a Ministry of Foreign Affairs. Any certified translation produced by a sworn translator is an official document in its own right.

### ○ Note

- *A translator who is not a sworn translator or is operating in countries where this procedure does not apply, such as the UK, has to go through the process of oath-taking in front of a notary public or solicitor or other authorised person every time a document needs to be certified as being true to the original. The solicitor or notary public signs the translated document attesting to the declaration of the translator. This is done through a simple signature in the case of a solicitor, or through a seal and signature in the case of a notary public.*



# Legalisation of translated documents

## 2.What is legalisation?

For example, if an individual wishes to get married abroad or start working overseas, translations of documents such as birth certificates or corporate documents may need to be legalised – in other words to be made lawful, testified by a government body.

If the translated documents are to be used abroad, it may be necessary also to secure the endorsement of the foreign embassy or embassies of the country or countries concerned (see paragraph 2.3).

The legalisation process verifies that the signature(s), seal(s) and/or stamp(s) that appear on a particular document are in fact genuine. **It does NOT mean that the contents of the document are correct or that the awarding office approves of the contents.**

## ○ 2.1. The Hague Convention

- The Hague Legalisation Convention, which was concluded in October 1961, abolishes the requirement of diplomatic or consular legalisation for foreign public document.
- The only formality that may be required in order to use the translated document in one of the states that are signatories of the Hague Convention is the addition of a certificate, an apostille, issued by the competent authority of the country from which the translated document originates. In the UK this authority is the Foreign & Commonwealth Office.

# Legalisation of translated documents

## 2.2 Apostille

An apostille is a certificate or declaration which is either stamped on the Translated document itself or attached as a separate sheet. The apostille bears an official signature by the competent authority of the country from which the translated document originates and attests to the country of origin of the document, the identity and capacity in which the document has been signed and the name of any authority which has affixed a seal or stamp to the document.

Examples of documents which require an apostille if they are to be used abroad include documents issued by a notary public, certificates of incorporation and certificates of birth, death and marriage. The apostille enables the presenter to bypass further certification and immediately to send or take the documents to officials of the country of intended use. Countries which are members of the Hague Convention will accept the Apostille as providing full legalisation, whereas other countries require further procedures.

### Sample Apostille:

**APOSTILLE**  
*(Convention de La Haye du 5 octobre 1981)*

1. Country: United States of America  
This public document
2. has been signed by John H. Smith
3. acting in the capacity of Notary Public, State of Nebraska
4. bears the seal/stamp of John H. Smith, Notary Public, State of Nebraska

CERTIFIED

5. at Lincoln Nebraska 6. the 6th of April 1982
7. by Secretary of State, State of Nebraska
8. No. H0143
9. Seal/Stamp
10. Signature  
Allen J. Beermann



# Legalisation of translated documents

## **2.3. Foreign Embassies**

Countries that are not members of the Hague Convention require full legalisation of the document through the consular system. After an apostille has been issued by the relevant government body (such as the Foreign & Commonwealth Office) it has to be sent on to the consul of the relevant foreign embassy. The consul accepts the apostille and adds their own certificate to be used in the intended country and there to be treated as a legal document.

## **○ 2.4. Countries that are neither members of the Hague Convention nor have embassies in the UK**

- It may be that the country in question is neither a party to the Hague Convention nor has sufficient diplomatic relations with the United Kingdom to make use of full consular legalisation. In the cases country may be expected to have defined its own legalisation requirements either through representation at a friendly embassy or independently of the diplomatic process.

## **○ 2.5. Translation and Comparability of academic documents**

- Where an individual has a university degree or any other academic document from another country intended to be used in the UK, it is advisable to seek information on comparability between international and UK academic qualifications. The UK National Academic Recognition Information centre for the United Kingdom (NARIC) can be of assistance in cases of individuals with overseas academic qualifications who wish to progress towards further studies and/or employment in the UK.

## **○ 3.0. Translation of Corporate legal documents**

- The same general rules as for personal documents apply for the translation, certification and legalisation of corporate documents such as Articles of Association, Certificates of Incorporation and Powers of Attorney. Please refer to previous paragraphs for details.