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How to Complete a Translator's Affidavit

Sworn Certificate of Translation Accuracy — Ready for Notarization and Apostille

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR TRANSLATOR'S AFFIDAVIT.

About this form. Immigration offices, courts, schools, and foreign governments often require that a translated document come with a statement from the translator confirming they are **competent** in both languages and that the translation is **complete and accurate**. This affidavit includes both statements, sworn before a notary. For documents going abroad, add an apostille. **First Choice handles the notarization and the apostille.**

1. **Translate the whole document**
   Translate every word, stamp, seal, and handwritten note. Mark anything illegible as "[illegible]" rather than guessing.
2. **Fill in your details and languages**
   Enter your name, contact information, the two languages, and your qualifications (for example, native speaker or certification).
3. **Describe the original exactly**
   Name the document, whose it is, who issued it, and the page counts of the original and the translation.
4. **Assemble the packet**
   Staple this affidavit on top of the translation, followed by a copy of the original document.
5. **Sign under oath in front of a notary**
   The **translator** signs — not the document owner. Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to you.
6. **Get the apostille if it is going abroad**
   The California Secretary of State attaches an apostille after notarization. **We can handle it — ask when you book.**

Good to Know

- For U.S. immigration filings, the competence and accuracy statements in this affidavit are what immigration rules (8 CFR § 103.2(b)(3)) ask for.
- Some courts and foreign agencies require a certified or court-approved translator. Check with the office receiving it.
- A false statement in this affidavit is perjury. Translate faithfully, even if the original contains errors.

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SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in California, Nevada, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

TRANSLATOR'S AFFIDAVIT

Certificate of Translation Accuracy and Translator Competence

State of California)

County of _____) ss.

I, the undersigned translator, being first duly sworn according to law, depose and say:

1. Translator.

_____ _____

(full legal name of translator) (phone / email)

_____

(address)

2. Competence. I am fluent in and competent to translate from

_____ _____

(source language) (target language, e.g., English)

My qualifications include (optional — e.g., native speaker, education, certification):

_____

(qualifications)

3. Document translated.

_____

(description of original document, e.g., "Birth certificate of Juan Perez, issued by Civil Registry of Jalisco, Mexico")

_____ _____

(number of pages of original) (number of pages of translation)

4. Accuracy. The attached translation is a **complete and accurate** translation of the original document described above, to the best of my knowledge, ability, and belief. I have not added to, omitted from, or changed the meaning of the original.

5. Impartiality (optional; mark if true):

☐ I am not a party to the document and am not related to the person(s) named in it.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ , at _____

(date) (city and state)

_____ _____

(signature of translator) (printed name)

Attach the original (or a copy) and the translation behind this page. Sign only in front of the notary, who will place you under oath and complete the jurat on the next page.

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JURAT

For use abroad, an apostille from the California Secretary of State may be attached after notarization.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ , 20 _____

by _____

(name(s) of signer(s))

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____