

QUICK GUIDE

TO CERTIFICATION & LEGALISATION OF TRANSLATED DOCUMENTS

In response to a number of queries asking whether or not we provide “official” translations, hí-fen translation solutions has compiled this quick guide on certification and legalisation.

First of all, there is no single international definition of what constitutes an official translation. The requirements for recognising a translation as an official document vary from country to country and institution to institution.

Generally, translations required for official purposes fall into one of these two categories:

1. Certified Translations
2. Legalised Translations

hí-fen offers both Certified and Legalised translation services, however, we cannot advise on which type is required for each individual case. You must check with the appropriate authority whether legalisation or certification is required.

If you have any further questions, please do not hesitate to contact us at info@hi-fen.com or +44 (0)20 7923 9511.

CERTIFIED TRANSLATIONS

Translations are normally recognised as certified if:

THE TRANSLATION HAS BEEN CERTIFIED BY THE TRANSLATOR OR THE TRANSLATION COMPANY.

In the UK, a certifying letter from the translator declaring that they are a translator by profession and believe the document is “a true and accurate translation of the original” is normally sufficient. It is always best to ensure that the translator and/or the translation agency certifying your translation are accredited professionals or members of internationally recognised institutions such as The Chartered Institute of Linguists, The Institute of Translators and Interpreters or the Association of Translation Companies.

Please note that **hí-fen** uses only accredited translators – from a British institution or an internationally recognised institution from their country of origin (i.e Asociación Española de Traductores in Spain) – and is a member of The Association of Translation Companies.

THE TRANSLATION HAS BEEN CERTIFIED IN FRONT OF A NOTARY PUBLIC.

This procedure is very similar to the one above. However, in this case the certifying document is signed in front of a Notary Public as being “a true and accurate translation of the original”. The Notary Public will also add their signature and official seal proving that it has been witnessed.

hí-fen can provide official Notary Public certification of translated documents for a nominal fee, which covers the Notary Public costs.

THE TRANSLATION HAS BEEN PERFORMED BY A “SWORN TRANSLATOR”.

In some countries, translators can be registered members of an official body – such as the High Court of Justice - which recognises them as “Sworn Translators”.

In the UK, there is no official body which grants translators the power to legalise translations..

LEGALISED TRANSLATIONS

The process of legalisation is dependant on whether the country where the document is going to be used is a member of the Hague Convention.

To be recognised as legalised, a document must carry an "apostille" - a declaration issued by the Foreign & Commonwealth Office, which bears an official signature and stamp.

For countries which are members of the Hague Convention, the translation of birth, marriage and death certificates or corporate documents may need to be legalised if they are to be used outside the UK. The Hague Convention abolishes the requirement of diplomatic or consular legalisation for foreign public documents.

For countries which are not members of the Hague Convention, documents require an additional procedure. After an "apostille" is issued by the Foreign & Commonwealth Office, all documents must be certified by the consul of the relevant foreign embassy.

hi-fen can provide the legalisation of translated documents for a nominal fee, which covers the additional costs of legalisation.

If you have any further questions, please do not hesitate to contact us at info@hi-fen.com or +44 (0)20 7923 951