

HOW TO WRITE A TRANSLATOR'S STATEMENT

(Author: Bekircan Tahberer, Certified Translator / Edited: ATIO Secretariat)

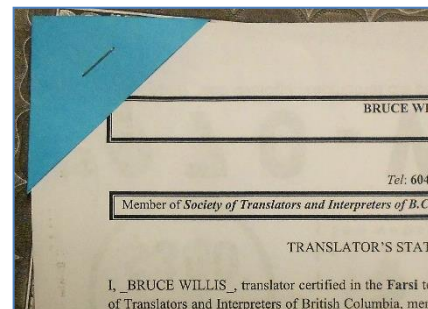
Each translator should provide a **Translator's Statement**, (also called a 'declaration' or 'attestation') for legal document translations to authorize their work.

It is very important that ATIO Members provide a standard statement so that recipient institutions can recognize the professional work our members do. A standard statement should include the followings:

- a) Credentials of translator e.g. ***certified, candidate for certification.***
- b) Certified language combination(s) or language combination for which you are a Candidate for Certification. (e.g. English to Korean etc.)
- c) Member number (also known as certification or certificate number).
- d) That they are a ***Member in Good Standing.***

Although it is recommended that translators are careful about the authenticity of documents which they are asked to translate and use discretion when they come across a suspicious document, they may not be held accountable for consequences of translating such documents because a translator is not a forensic expert and they cannot always detect or determine if a document is illegitimate or is going to be used for illegal purposes. However, a translator can avoid problems by providing as much information about the nature of their work as possible. The following information will help the recipient of your translation understand under what conditions you conducted your translation:

- 1 A list of translated documents and who they belong to (to prevent tempering after submitting your translation to your client).
- 2 Number of pages, including the statement page, in your translation package.
- 3 From what source format you conducted your translations e.g. **originals, photocopy, pdf or jpeg scans** received **in person** or by **fax, email or regular mail**, etc.
- 4 Signing (Certified Translator or Candidates for Certification) and/or applying your seal/stamp on each page.
- 5 Personalizing your translation package by stapling a different color paper cap on the upper left corner of the package.



ATIO member statement only refers to a member's association with the Association. Members who are also a member of different professional organizations such as society of notaries public or immigration consultant society should not mention their other profession in a translation statement.

Following are some suggested Translator's Statement Templates for Certified Translators and Candidates for Certification with ATIO:

TEMPLATE 1 - doing translation within your certification
(presence of seal/stamp, if applicable)

BRUCE WILLIS - CERTIFIED TRANSLATOR
ENGLISH TO SPANISH

2999 Grove Ave.
Toronto, ON V6P 1E3 CANADA
Tel: **604-444-5555** email: **bruce@yahoo.com**

Member of ***Association of Translators and Interpreters of Ontario- Canada***
Certificate No: **3333**

TRANSLATOR'S STATEMENT

I, **_BRUCE WILLIS_** Certified Translator **English to Spanish**, member **in good standing** of the Association of Translators and Interpreters of Ontario (which is a member association of the Canadian Translators, Terminologists, Interpreters Council – CTTIC), certificate no: **_3333_**, hereby declare that I did translate into **_SPANISH_** the attached **_ENGLISH_** document and that, to the best of my knowledge, the translation accurately reflects the contents and meaning of the **_ENGLISH_** original.

List of translated document(s):

- 1- Birth certificate for Angelina Jolie¹ (one page, two-sided)
- 2- Passport for Luciano Pavarotti² (two pages)

This translation package comprises five (5) pages including the statement page.

September 19, 2017

Bruce Willis

Certified Translator EN-ES (ATIO)

STAMP/SEAL

(certified translators-certified in the right combination)

¹ Documents translated from pdf received via email –copy attached.

² Documents translated from a jpeg scan received via email – copy attached.

TEMPLATE 2 - doing translation in the combination you are not certified

**BRUCE WILLIS - CERTIFIED TRANSLATOR
ENGLISH TO SPANISH**

2999 Grove Ave.

Toronto, ON V6P 1E3 CANADA

Tel: 604-444-5555 email: bruce@yahoo.com

Member of *Association of Translators and Interpreters of Ontario – Canada*

Certificate No: 3333

TRANSLATOR'S STATEMENT

I, **BRUCE WILLIS**, Certified Translator **English to Spanish** ([and also proficient in the Spanish to English combination](#)), member **in good standing** of the Association of Translators and Interpreters of Ontario (which is a member association of the Canadian Translators, Terminologists, Interpreters Council – CTTIC), certificate no: **3333**, hereby declare that I did translate into **ENGLISH** the attached **SPANISH** document and that, to the best of my knowledge, the translation accurately reflects the contents and meaning of the **SPANISH** original.

List of translated document(s):

3- Birth certificate for Angelina Jolie³ (one page, two-sided)

4- Passport for Luciano Pavarotti⁴ (two pages)

This translation package comprises five (5) pages including the statement page.

September 19, 2012

Bruce Willis

Certified Translator EN-ES (ATIO)

³ Documents translated from pdf received via email –copy attached.

⁴ Documents translated from a jpeg scan received via email – copy attached.

(NO SEAL OR STAMP because you are not entitled to use your stamp or seal. You may scan and paste your member card here)

TEMPLATE - 3 Candidate for Certification - doing translation in the combination you are listed

**ANGELINA JOLIE - CANDIDATE FOR CERTIFICATION
ENGLISH TO TURKISH**

2999 Grove Ave.

Ottawa, ON V6P 1E3 CANADA

Tel: 604-444-5555 email: angelina@yahoo.com

Candidate for Certification of the *Association of Translators and Interpreters of Ontario - Canada*

TRANSLATOR'S STATEMENT

I, **ANGELINA JOLIE** _ Candidate for Certification of the Association of Translators and Interpreters of Ontario, language combination **English to Turkish**, member **in good standing**, hereby declare that I did translate into **TURKISH** the attached **ENGLISH** document and that, to the best of my knowledge, the translation accurately reflects the contents and meaning of the **ENGLISH** original.

List of translated document(s):

5- Birth certificate for Justin Bieber⁵ (one page, two-sided)

6- Passport for Céline Dion⁶ (two pages)

This translation package comprises five (5) pages including the statement page.

March 17, 2017

Angelina Jolie

Candidate for Certification of ATIO

(No seal or stamp because you are not entitled to use any of them. You may scan and paste your member card here)

⁵ Documents translated from pdf received via email –copy attached.

⁶ Documents translated from a jpeg scan received via email – copy attached.

TEMPLATE - 4 Candidate for Certification - doing translation in the other combination

**ANGELINA JOLIE - CANDIDATE FOR CERTIFICATION
ENGLISH TO TURKISH**

2999 Grove Ave.
Ottawa, BC V6P 1E3 CANADA
Tel: 604-444-5555 email: angelina@yahoo.com

Candidate for Certification of the *Association of Translators and Interpreters of Ontario - Canada*

TRANSLATOR'S STATEMENT

I, **_ ANGELINA JOLIE _** Candidate for Certification of the Association of Translators and Interpreters of Ontario, language combination **English to Turkish (and proficient in the Turkish to English combination)**, member **in good standing**, hereby declare that I did translate into **_ ENGLISH _** the attached **_ TURKISH _** document and that, to the best of my knowledge, the translation accurately reflects the contents and meaning of the **_ TURKISH _** original.

List of translated document(s):

7- Birth certificate for Justin Bieber⁷ (one page, two-sided)

8- Passport for Céline Dion⁸ (two pages)

This translation package comprises five (5) pages including the statement page.

March 17, 2017

Angelina Jolie

Candidate for Certification of ATIO

(No seal or stamp because you are not entitled to use any of them. You may scan and paste your member card here)

⁷ Documents translated from pdf received via email –copy attached.

⁸ Documents translated from a jpeg scan received via email – copy attached.