



Association of  
Translation Companies  
DEFINING STANDARDS OF EXCELLENCE

# Certifying Translations Client Guide

2020

## Certifying translations

Most UK public service and other authorities require all translations of official documents to be certified. Examples of translations requiring certification can include civil record certificates (birth, marriage or death certificates), diplomas and transcripts, company registration documents, or documentation used in legal proceedings.

Accredited Member companies of the [Association of Translation Companies](#) hold a Certification Stamp used to certify translations of official and legal documents accepted by UK public service authorities.

Accredited ATC Members' membership can be verified via the ATC's Membership Checker, available online at <https://atc.org.uk/membership/membership-check/>.

## Types of certification

Many countries have a system of "sworn", "official" or "state authorised" translators accredited by government authorities to certify translations of official documents. No such system exists in the UK.

Accredited ATC Members can offer advice on the various certification options available. We recommend that you check with the receiving authority to ensure that the level of certification requested is correct for that authority.

### Certified translation

Translation carried out by a suitably qualified or experienced translator, bound together with the source text and a written declaration ('certificate'). Signed by the translator and/or a representative of an Accredited ATC Member company and stamped with the ATC's Certification Stamp.

### Affidavit

Translation carried out by a suitably qualified or experienced translator, bound together with the source text and a written declaration carrying the translator's name and affirming the translator's ability to translate from the original source to the target language accurately ("affidavit").

Signed by the translator and/or a representative of an Accredited ATC Member company, in the presence of a solicitor. Signed by the solicitor and stamped with the ATC's Certification Stamp.

### Notarised translation

Translation carried out by a suitably qualified or experienced translator, bound together with the original and a written declaration ("certificate").

Signed by the translator and/or a representative of an Accredited ATC Member company, in the presence of a Notary Public. Signed by the Notary Public and stamped with the ATC's Certification Stamp.

### Legalised or Apostilled translation

Translation authenticated by a relevant authority. In the UK, documents are legalised with a stamped official certificate (an "apostille") by the Foreign, Commonwealth and Development Office's (FCDO) Legalisation Office.

Note a translation must first be notarised before it can be sent to the FCDO for legalisation. If the translation is bound together with a copy of the original, the legalisation request must clearly indicate that it is the notarised translation that should be legalised, and that the copy of the original

document is solely for information purposes. The FCDO also accepts notarised translations without a copy of the original document for legalisation.

See more information at <https://www.gov.uk/get-document-legalised>.

## Certification Stamp

The ATC's Certification Stamp carries the name and membership number of the member company. The year on the stamp always indicates the current year's membership.

