



Translation Policy **for documents requiring BC Authentication**

If all or part of your document is in a language other than English, the document must first be translated to English before being **notarized as a set** (original with translation) by a BC Notary Public (BC lawyer or BC non-lawyer notary) who is on file with this office.

The original source document with its translation **must be notarized together** as a set. Unnotarized or separately notarized translations will not be accepted for authentication.

The notarized set (original with translation) will then be authenticated together by our office, as a single translated document.

It is recommended to check with the notary or lawyer before sending your document to be translated and involve them in the translation process, to avoid any issues with notarizing the translated document (original with translation).

There are 2 options for translation:

OPTION 1

Have your document translated by a Certified Translator. This means a translator who is certified through one of the following societies:

- the <https://stibc.org/certified-translator/> (**STIBC**) or,
- another Member Society of <https://www.cttic.org/member-societies/> (**CTTIC**)

*Translations done by a client or consultant **will not be accepted** unless the client or consultant is also a Certified Translator and a member of one of the societies mentioned above.*

*Translations done by Associate Members of these societies will only be accepted if there is no Certified Translator listed for that language in any of the **STIBC or CTTIC** society directories.*

OPTION 2

Have your document translated by a BC Notary Public (BC lawyer or BC non-lawyer notary) who is on file with this office, and fluent in both languages.

The lawyer or notary must also attach a declaration that includes the following statements:

- They attest to speaking both languages, and
- They certify the accuracy of the translation.

See below for a sample translation declaration:

SAMPLE TRANSLATION DECLARATION

I, [name of lawyer or notary], [title/credentials], hereby declare that I am fluent in both languages and did translate the attached document(s) from [foreign language] to English, and to the best of my knowledge, the translation accurately reflects the contents and meaning of the original.

List of translated document(s):

1. [document type], [person named on document] - one page, double-sided
2. [document type], [person named on document] - two pages, single-sided
3. [document type], [person named on document] - three pages, single-sided

This translation package comprises seven (7) pages including the statement page.

DATE:

LAWYER OR NOTARY NAME/SIGNATURE:

LAWYER OR NOTARY SEAL:

Exceptions

These types of documents do not need to be accompanied by translations:

- Diplomas issued by recognized Canadian educational institutions in Latin or Greek.
- Official bilingual English-French documents issued by a Canadian government agency.

These types of documents may not need to be accompanied by translations:

- Proof of life documents (also known as life certificates) drafted in a foreign language related to a foreign pension benefit. The text must not exceed half a page and on the application form you must indicate that it is a proof of life document. If the text is longer than half a page, it must be translated according to the Translation Requirements above.
- Standard official bilingual or multilingual forms or templates (in which English is one of the languages) that are issued by an embassy or consulate. **[See sample image at the end of this document]**

Translations from English to other languages

In some cases, other offices or countries may require that English documents authenticated by our office be translated into other languages. Check first to find out if the other office or country also requires this translation to be authenticated with the original English document.

- If the other offices or countries do require the translation to be authenticated, it must be translated according to the Translation Requirements above.
- If the other offices or countries do not require the translation to be authenticated, please do not send the translation in with your English document to be authenticated. You do not need to follow our Translation Requirements, instead you may choose whatever translation method is acceptable to the other office or country that requested it of you.

시민권자의 서명인증서
AFFIDAVIT OF SIGNATURE

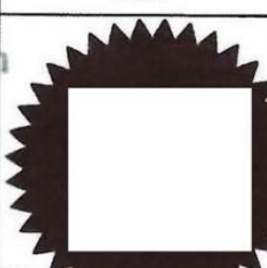
한국이름(Name of Korean)			
외국어이름(Name of English)			
생년월일(Date of Birth)		성별(Sex)	
여권번호(Passport No)			
시민권번호(Citizenship No)			
현재주소(Present Address)			
캐나다내 전화번호(Home Telephone)			
사용용도(Usage of This Document)			

Applicant's Signature(본인서명) :
Date :

_____는(은) 위 _____이 진실하며 _____인이 서명날인한 것임을
본 공증인 _____의 면전에 _____다. 본 공증 _____한다.

On this _____ day of _____, I, _____, a notary public,
hereby certify that _____, who personally appeared and duly swore before me, signed
and acknowledged that the preceding statements are true and correct.

공증인 (NOTARY PUBLIC)

이름 (NAME)		SEAL
자격번호(COMMISSION NO.)	M/A	
자격 유효기간 (EXPIRATION)	Permanent Commission	
전화번호 (TELEPHONE NO.)	_____	
주소 (ADDRESS)	_____	
공증인 서명 (SIGNATURE OF NOTARY)	_____	

※ 동 예문은 신청자의 편의를 도모하기 위한 안내 자료인 바, 동 예문을 참고하여 신청자가 적의 _____합니다.

A Notary Public in and for
The Province of British Columbia