OFFICIAL DOCUMENT TRANSLATIONS

16 January 2023

Webinar by
Kelowna
Community Resources

Bekircan TahbererCertified Translator

OFFICIAL DOCUMENTS

ID Cards Birth Certificates Marriage Certificates **Death Certificates** Civil Registry Records Driver's Licenses **Driving History Records** Diplomas/Degrees **Transcripts Judiciary Records Passports Passport Stamps** Court Decisions Hospital Reports Title Deeds And more...

- accepting/receiving documents to be translated
- saving/storing documents
- creating templates
- translating
- preparing translator's statement
- preparing your translation package
- delivering your translation package to clients
- invoicing

We might be a good translator in specific fields, but here are the two crucial questions to answer before accepting a translation assignment, especially if it is a legal document:

AM I QUALIFIED TO TRANSLATE?

CANITRANSLATE?



If you are already a language professional, the first step to joining STIBC is becoming an Associate Member.

https://stibc.org/membership/#levels

Admission Policy:

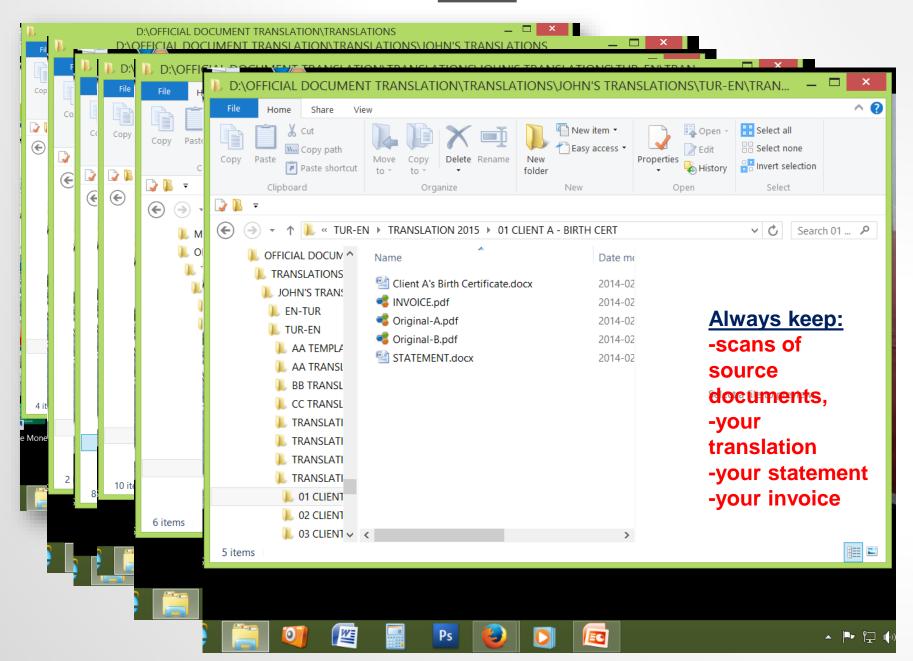
https://stibc.org/wp-content/uploads/Admission-Policy-1.pdf

APPLICATION

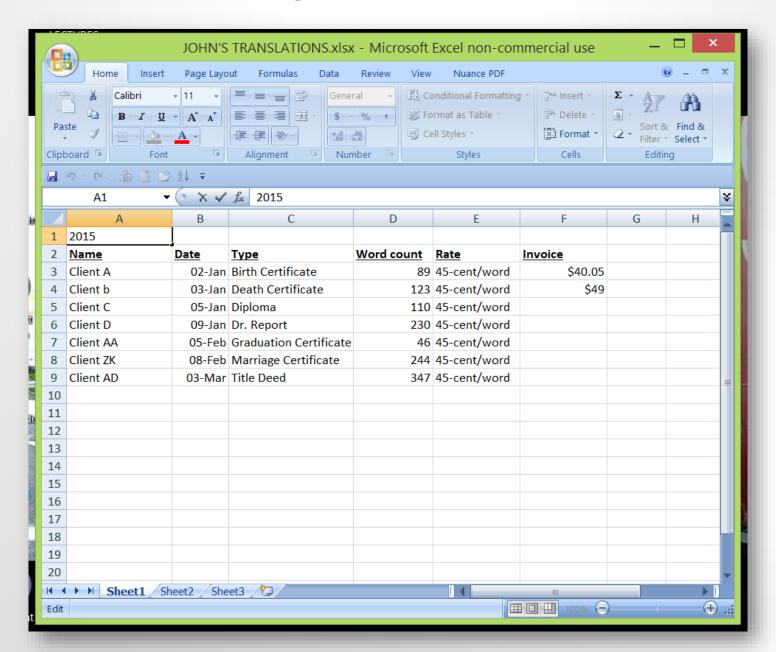
ELIGIBILITY: To become a member of STIBC, you must have 1 year of full time experience as a translator or interpreter, or equivalent part-time or volunteer experience. Proof of experience is compulsory.

https://stibc.org/membership/associate-member-application/

FILING



Keeping track of your work



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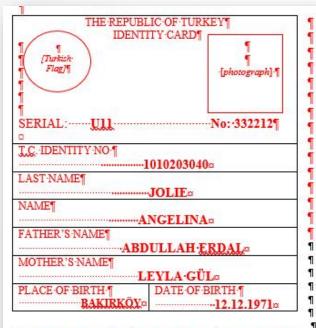
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BAKIRKÖY Pages Links Symbols Insert Table Header & Footer 5 - 6 ■ ■ • # □ ■ (■ ○ Ω • 図 ⋈ ⋈ ○ □ □ ■ • ﴿ ↑ ★ AB' ▼ 1 - 4 - 1 - 5 - 1 - 6 - 1 - 7 - 1 - 8 - 1 - 9 - 1 - 10 - 1 - 11 - 12 - 1 - 13 - 1 - 14 - 1 - 15 - 1 - 16 - 17 - 1 - 18 - 1 - 19 Excel Spreadshe Quick Tables Quick access toolbar **Table drawing** shortcut **Insert required** number of cells Draw your own table ■ ■ ■ 5 = 90% -(+)Page: 1 of 1 | Words: 0 | English (Canada) W Docu... New: ... CBC ... S Skyp... P Offici... Ps Ado...

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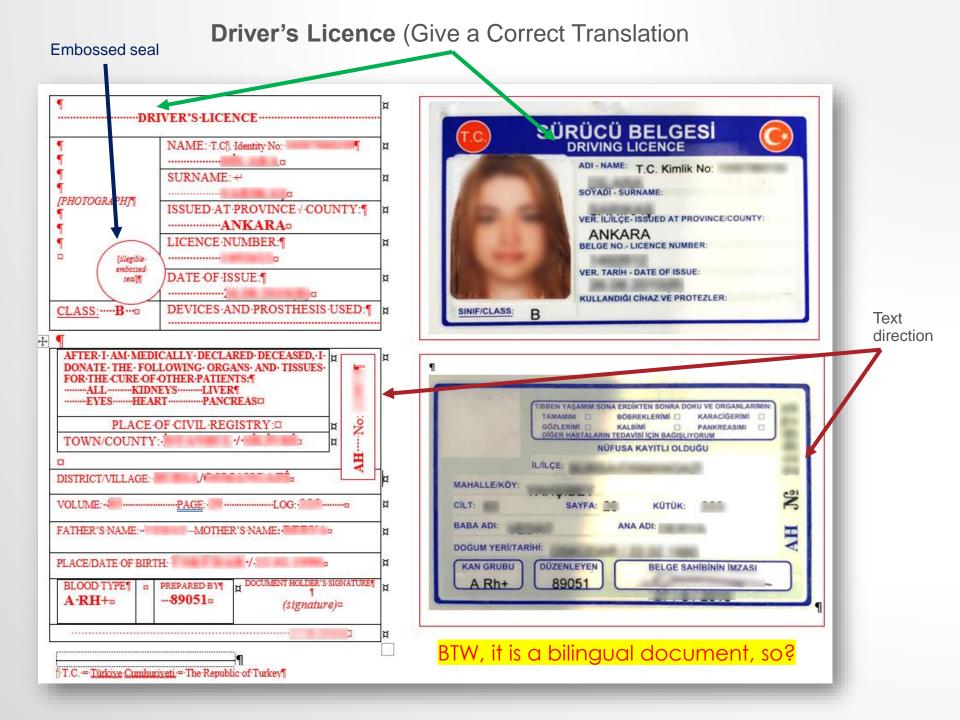
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*V.H.K.I.: Veri-Hazırlama-Kontrol-İsletmeni = Data Preparation Control Operator.

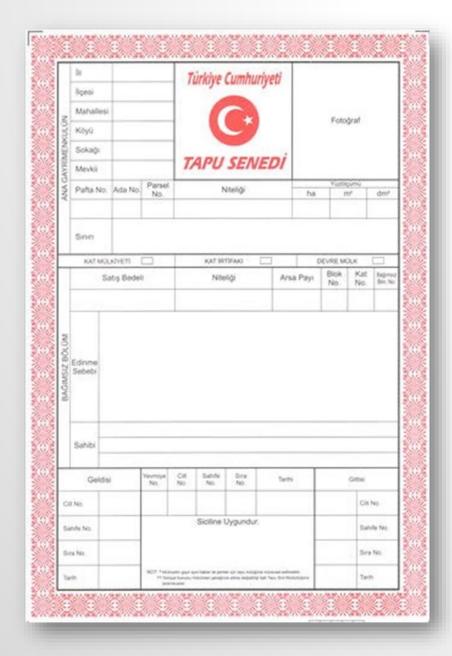




acronyms



Duplicate the format of the original document as closely as possible!



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| RO Wo | BSN | C | AFFINIT Yo | T.C. ·ID·NO | NAME | SURNAMEO | FATHER'S¶ NAME | MOTHER'S¶ NAME: | PLACE-&¶ DATE-of-BIRTH© | MARITAL-STATUS¶ &-RELIGION© | REGISTRATION¶ DATE: | INCIDENTS &¶ DATES□ | ¤ |
| 1= | 12∞ | M¤ | Himself¤ | 14780849940≔ | KENAN□ | ÖZKUL¤ | MEHMET ≈ | NURİYE | İSTANBUL¶ 12.07.1989¤ | Single ↔ İslam¤ | 26.07.1989¤ | Death:ALIVE¶ Marriage: Divorce: | ¤ |
| 2= | 6≅ | M¤ | Father¤ | 56658848276¤ | MEHMET:¤ | ÖZKUL¤ | -710 | SEBAHAT¤ | İSTANBUL¶ 26.08.1955¤ | Married↔ İslam¤ | 24.09.1955¤ | Death:ALIVE¶ Marriage: 08.08.1981¶ Divorce: | ¤ |
| 3¤ | 8¤ | F¤ | Mother□ | 85232848494¤ | FATMA | ÖZKUL¤ | KASIM¤ | FETHİYE¤ | İSTANBUL¶ 08.02.1957¤ | Married↔ İslam¤ | 29.04.1957¤ | Death:ALIVE¶ Marriage: 08.08.1981¶ Divorce: | ¤ |

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Don't change date formats

| B | SN¤ | NAME¤ | OBSERVATIONS [□] |
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| | 6□ | MEHMET □ | BIRTH |

REMARKS

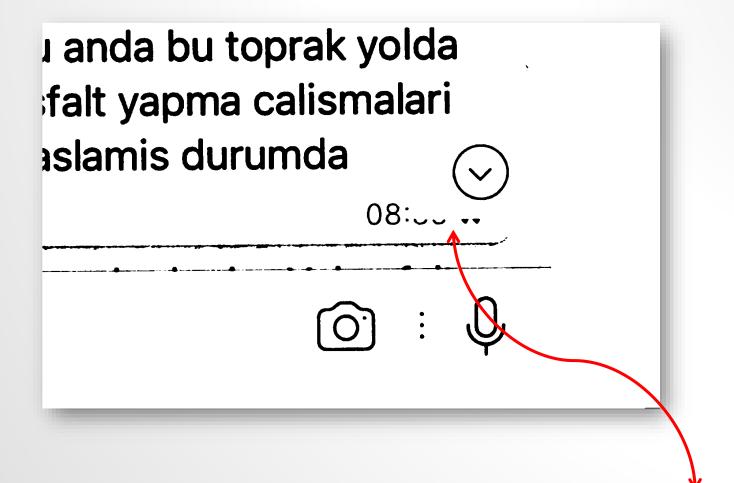
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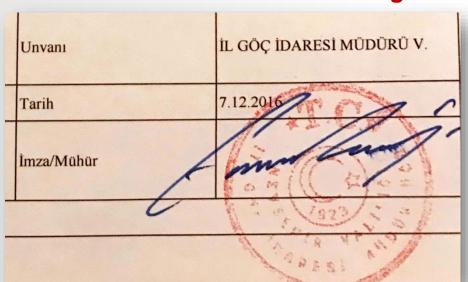
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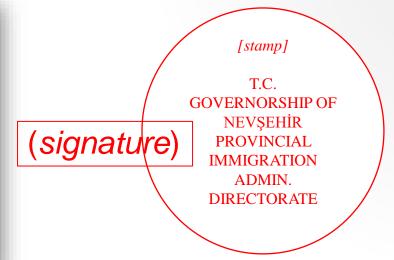
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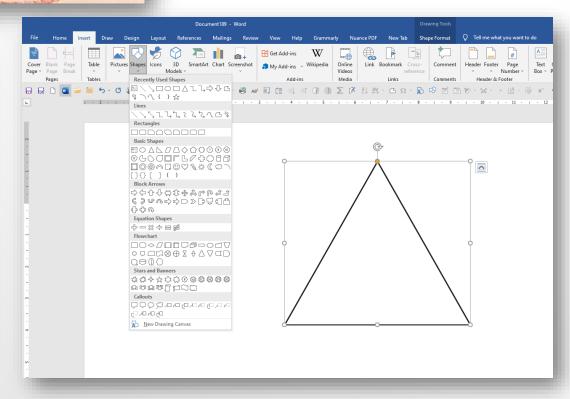
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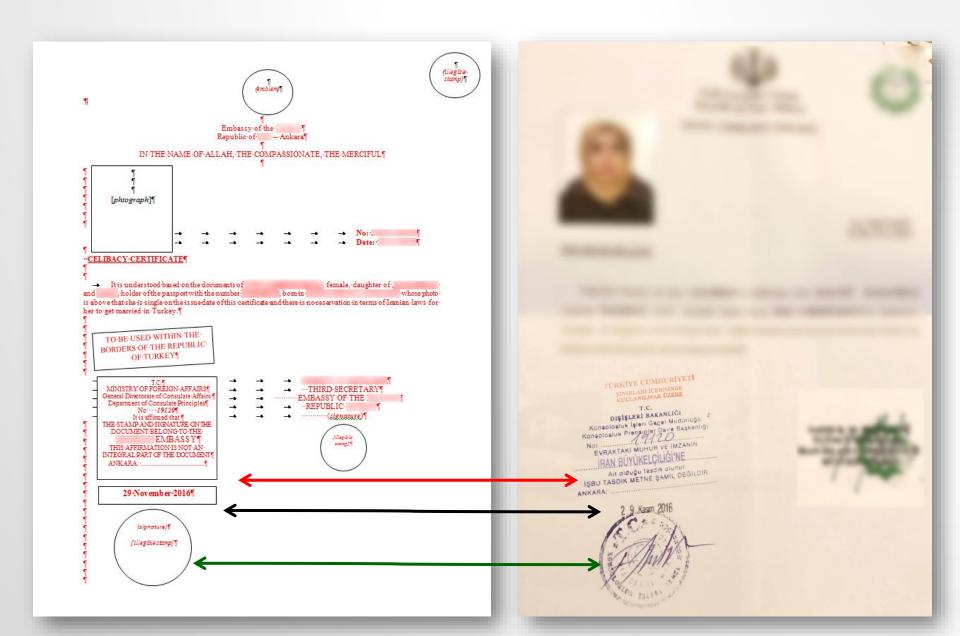








Stamps and Notarial Seals etc. - In a box



Translating for ICBC Clients

I have translated the original or the approved stamped copy of the original attached document as indicated above.

ASSOCIATE MEMBERS:

Remember to attach a photocopy of your member card

ICBC knowledge test: sight translation *⊗*

| CBC | Approved Translator Declaration | ICBC USE ONLY. | | | | | | |
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| CBC | for Conduct of a Translation | B.C. DRIVER'S LICENCE NO. | DATE OF BIFTH (ddmmmyyyy) | NAME CODE | | | | |
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| □ Fore | ign driver's licence to drive in British Columbia as a | visitor or student. | | | | | | |
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Complete the section below if you translated a foreign licence, marriage/change of name document or letter of experience. Otherwise, go to 3.

I have translated the **original** or the approved stamped copy of the original attached document as indicated above. I certify that the translation is true and accurate and that the **original** or the approved stamped copy of the **original** driver's licence/letter of experience contains the following information:

Foreign driver's licence details DRIVER'S FULL NAME (last name, first name) DATE FIRST LICENSED If shown RESTRICTIONS (If any YPES OF VEHICLES PERMITTED AS STATED ON THE FOREIGN D Translator comments/observations/other 3. Complete and sign below. declare that the information translated by me is precise, accurate and correct. I have not added any information from one document to the other. In the case of a driver's knowledge test, I understand that ICBC may record and transcribe the translation. I declare that I am an Approved ICBC Translator/Interpreter and have completed and signed the Code of Conduct. I understand it is an offence to provide false and misleading information in the process of applying for a British Columbia Driver's Licence Enter translator contact information, identification number, consulate stamp or seal Attach copy of the original driver's licence/letter of experience/identification document and translation. - FOR ICBC USE ONLY I have verified this translator on the ICBC approved list. OFFICE STAMP AND/OF LOCATION (if no stamp available MV2943 (072019)

DRIVING HISTORY RECORDS

İCİSLERİ BAKANLIĞI Emnlyet Genel Müdürlüğü



IQ./12/2009

Says : B.05.1.EGM.0.84.04.02.(64069)13634-19615

Konu: Trafik Ceza/Kaza Bilgi Talebi.

ILGILİYE

Vatandaşlık No

: 1292923524

Adı Soyadı Baba / Ana Adı Doğum Yeri

: Ankara

Doğum Tarihi

: 10.05.1973

Sürücü Belgesinin

: Ankara

Alındığı Îl / İlçe Numarast

: 688987 : 09.09.1993 (B Smrft)

Tarihi-Smifi

B Sınıfı Sürücü Belgesi İle Kullanılabilen Araç Cinsleri: Otomobil, Miniblis, Kamyonet veya Lastik Tekerlekli Traktör.

SÜRÜCÜ CEZA PUANI DURUMU

Ceza Adedi

- Toplam Ceza Puani

Sürücü Belgesi Geri Alınma Bilgileri

TRAFÍK KAZA DURUMU

08.12.2009 tarihi itibariyle yapılan kontrollerde; ölümlü veya yaralanmalı trafik kaza bilgisine

Trafik Kaza Bilgisayar Projesi; Ülkemizde meydana gelen ölümlü ve/veya yaralanmalı trafik kaza bilgilerini, "Sürücü Ceza Bilgisayar Projesi" ise trafik kural ihlali yapanların sürücü belgelerine uygulanan trafik ceza knyrtlarını ihtiva etmektedir.

Şahsın ilgide kayıtlı dilekçesine istinaden; trafik kaza ve ceza bilgisayar kayıtlarında bulunan son 5 yıla ait bilgiler kontrol edilerek yukarıdaki tespitler yapılmıştır.

İşbu belge şahsın dilekçesi üzerine düzenlenmiştir.

Trank Edition, ve Ara resi Başkar

ACIKLAMALAR *Sürücü belgesine toygulanan son 5 yıl içerisindeki ceza pınanı bilgisi tarafımızca yopulan bilgisayar kayıt kontrol tarihinden geriye doğru 5 yıl içerisindeki ceza toplamı puamını içermekte olup, sürücü belgesi geri alma işlemlerinde bu puan dikkate alınmamaktadır.

Ilkadım Cad. No:89 Dikmen 06100 ANKARA Telefon: (312) 412 25 96

Ayrıntılı bilgi için irtibat : M.YILDIRİM

Faks: (312) 468 91 43 Elektronik Ağ: www.egm.gov.tr/teadb/index.htm

Republic of Turkey (T.R.) Ministry of Internal Affairs Police Department



: B.05.1.EGM.0.84.04.02.(64069)13634-19615 Subject

: Traffic Penalty/Accident Information Request

10/12/20091

TO WHOM IT MAY CONCERN

:1292923524 Citizenship No

Name and Surname Father's Mother's Name

Birth Place Birth Date :10.05.1973

City/Town Driver's Licence

: Ankara Issued : 688987 Driver's Licence Number

: 09.09.19932 (Class B) DL Date / Class

Types of Vehicles Driven with Class B Driver's Licence: Automobile, Van, Pick up or Tractor with rubber tires.

PENALTY RECORD OF DRIVER

Number of Tickets Total Penalty Score Revoke of Driver's Licence

TRAFFIC ACCIDENT RECORD

During the investigation of the records as of 08.02.20094; the records show no traffic accident, which resulted with death or injuries.

The Traffic Accident Computer Project; the project involves the information of accidents that resulted with death and/or injuries in our country, while the "Driver Penalty Computer Project" involves the traffic penalty records implemented on the driver's licences of the those who violate the traffic rules.

Upon the recorded request of the person here; the above has been established as a result of the investigation in the last five years' records.

This document has been issued upon the request of the above person.

President of the Traffic Education and Research Department 1st Class Licence Director (Stamp and Stenature)

REMARKS * The Penalty Score Information implemented on a driver's licence in the last five years involves the total of the penalty scores that go back five years starting from the date of the investigation conducted by us, and this score is not taken into account on the revoke of driver's licence

Ilkadım Cad. No:89 Dikmen 06100 ANKARA

For Detailed information contact: M. YILDIRIM

Tlephone: (312) 412 2596

Fax: (312) 468 9143 WEB: www.egm.gov.tr/te

Translate everything on the original document

DO NOT TRANSLATE

PROPER NAMES

ADDRESSES

URLs (uniform resource locators)

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T.C. DOKUZ EYLÜL ÜNİVERSİTESİ MÜHENDİSLİK FAKÜLTESİ

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Diploma No: 13125

Yükseköğretim Kanunu ve ilgili yönetmelik hükümlerine uygun olarak

MADEN MÜHENDİSLİĞİ

Bölümünde dört yıllık lisans programını başarı ile tamamlayan

DIPLOMAS / DEGREES





···Diploma·No: 13125¶

Since.]

T.C. = Türkiye Cumhuriyeti = The Republic of Turkey

who successfully completed the four-year bachelor's program at ¶

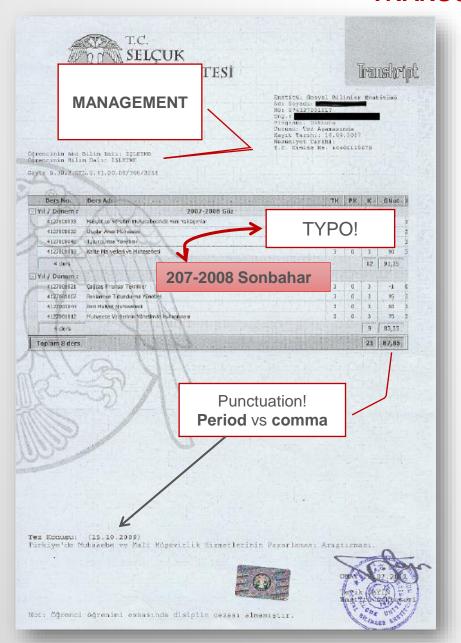
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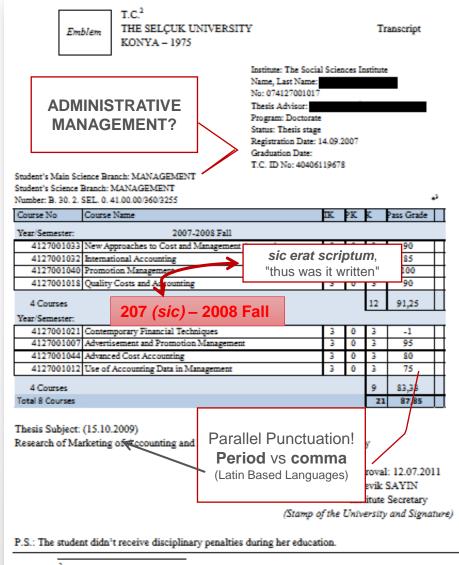
Department in accordance with the Higher Education Act and provisions of the relevant regulation, he is entitled to receive this bachelor's diploma together with all its power and responsibilities.

| Signature | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original | Same As Original |

- -Parallel lower case/capitalization
- -Parallel paragraphing
- -Parallel margins
- -No embellishment

TRANSCRIPT





T.C. = Türkiye Cumhuriyeti = Republic of Turkey

Illegible column.

Correcting mistakes on original documents or not?

```
I. HEREBY: CONFIRM: AND: CERTIFY: THAT: THE: MAN: AND: WOMAN: WHOSE: CLEAR:
IDENTITIES ARE WRITTEN ABOVE CONTACTED THE MARRIAGE OFFICE ON 26 06 1434 H AND
06.03.2016. THAT THEY WANTED TO GET MARRIED (sic.), AND AS A RESULT OF EXAMINING AND
REVIEWING OF THEIR FILE BY US. THAT THERE IS NO OBSTACLE FOR THEM TO GET MARRIED
(5ic.); THAT THIS MARRIAGE WAS EXECUTED IN THE PRESENCE OF THE WITNESSES UNDER
THE AUTHORITY GIVEN TO US AND IT WAS REGISTERED ON 06.03.2016.
     1^{ST}-WITNESS→ → 2^{nd}-WITNESS→
                                        \rightarrow \rightarrow MAN\rightarrow \rightarrow
                                                                    WOMAN¶
      SIGNATURE \rightarrow \rightarrow SIGNATURE \rightarrow \rightarrow \rightarrow SIGNATURE \rightarrow \rightarrow
                                                                     SIGNATURE
      COURT-PRESIDENT
  → NOTE: THIS DOCUMENT WAS CERTIFIED BY THE STAMP OF THE FOREIGN MINISTRY
OF SYRIA ON 23.04.2016.
                                             I-certify-that-this-from ... (illegible) ... into-
     This document was translated from
     ...(illegible)....into...(illegible)...¶
                                              ...(illegible)...translation was translated
     consistent with the original by me.
                                             (sic.)-by-our-department's-sworn-translator-
                                                        Cuma KÖPRÜLÜ.¶
```

| AŞILAR | | UYGULAMA | TARÎHLERÎ | | TEKRAR |
|---------------------------------|----------|------------|-----------|-----------|--|
| - Ingranate | 1. AŞI | 2. AŞI | 3. AŞI | RAPEL | GELİŞ TARİHÎ |
| HEPATİT B | 9-5-20 | 14 10.0 | 163.2015 | | 00.10.11. |
| VEREM (BCG) | 10.11.14 | 1010 | | | 10 16021 |
| 5'Lİ KARMA (DaBT-IPA-Hib) | 10-11.14 | 12,01.2015 | 1632015 | 10.03.16. | Contract of the Contract of th |
| KPA (Konjuge Pněmekok Aşısı) | 10.11.19 | 12012015 | 16.32015 | 10.9.15 | -abah |
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| KKK | 19.15 | | | | 10012010 |
| su çiçeği | 109.10 | | | | 16.03.200 |
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| Kızamık | | | | 91 | tarira 15 |
| Diğer Aşılar | | | | | 1 |
| T. D. Kizoni | 81.06.15 | | | | 10 84121 |
| | | | | | 10mno |
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| | | | | | 20 |

HANDWRITTEN DOCUMENTS

Or whenever there is handwriting on a typed document

v italic/bold ←

Do not forget to translate all the boxes!

Crossed out words-numbers

| | | APPLICA | TION DATES | | DATE OF |
|-----------------------------|------------|-----------------|-----------------|----------|-----------------|
| VACCINES | 1 st | 2 ND | 3 RD | BOOSTER | REVISIT |
| | VACCINE | VACCINE | VACCINE | VACCINE | V |
| HEPATITIS B | 9.9.2014 | 9.10.2014 | 16.3.2015 | | 09.10.2014 |
| TUBERCULOSIS | 10.11.14 | | | | 10.12.14 |
| (BCG) COMBINATION OF 5 | | | T | | |
| (DaBT-IPA-Hib) | 10.11.14 | 12.01.2015 | 16.3.2015 | 20.03.16 | 10.01.2015 |
| KPA (conjugate pneumococcal | | | | = | |
| Vaccine) | 10.11.14 | 12.01.2015 | 16.3.2015 | 10.9.15 | 16.03.2015 |
| SALK VACCINE | | | | | |
| Oral (OPA) | 16.03.2015 | 21.4.2015 | 26.5.2015 | 10.00.16 | 15.5.2015 |
| KKK ¹ | 15 | | | | 9 June 15 |
| CHICKEN POX | 10.9.15 | | | | 10 September |
| HEPATITIS A | 10.03 15 | | | | 10 March 2016 |
| reasles | | | | | |
| ât III | | | | | 09 September 16 |
| Other Vaccines | | | 7 | | |
| T.D. Measles | 09.06.15 | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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Passport Stamps



FAITHFUL!

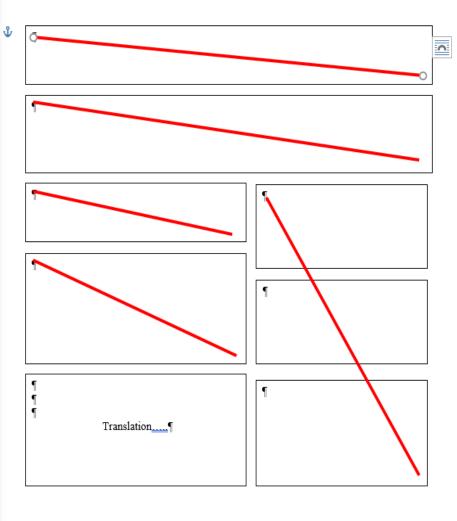
IDIOMATIC!

Page number

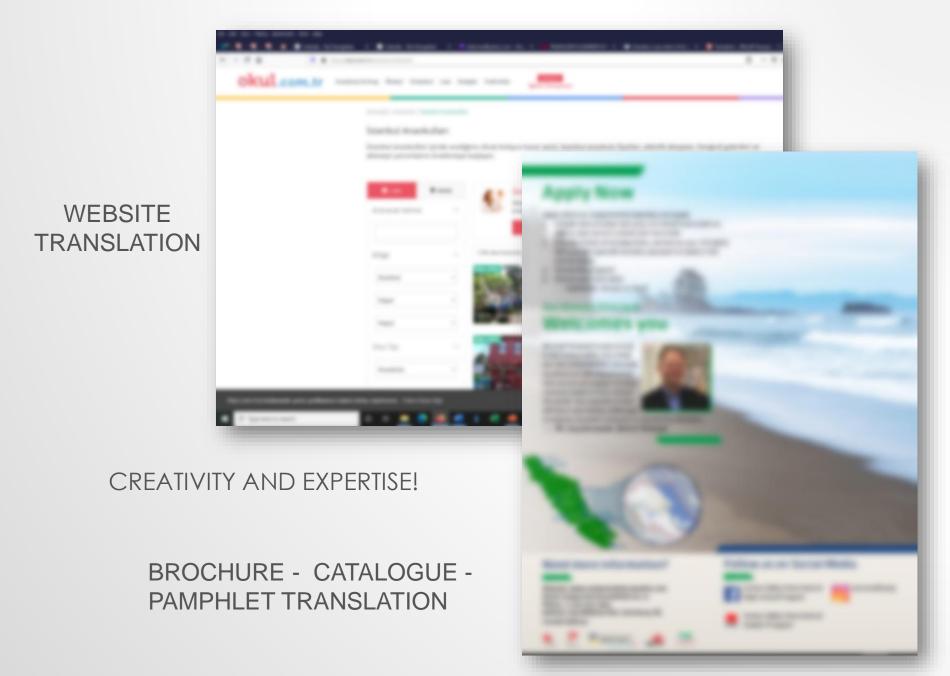
WEBSITE-PARTIAL TRANSLATION

Translator's note: The document was translated partially as per the client's request.





TRANSLATING OR LOCALIZING?



TRANSLATING FOR IRCC (Immigration, Refugees and Citizenship Canada)

Translated documents

Any document that is not in English or French must be accompanied by: the English or French translation; and an affidavit from the person who completed the translation.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.

Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit.

https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/canadian-citizenship/admininistration/general-file-processing/applications-translation-documents.html

<u>Associate members in rare languages</u> may also translate for IRCC but they have to get their translation notarized.

TRANSLATING FOR FAMILY MEMBERS

From the IRCC website:

Important information. Translations by family members are not acceptable.

Family member is defined as being a: parent, guardian, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew and first cousin.

https://www.canada.ca/en/services/immigration-citizenship/helpcentre/glossary.html#certified_translator

Some institutions have their own TRANSLATION REQUIREMENTS

As the TRANSLATOR, you must:

- Use a copy of the original-language document to prepare the translation.
- Prepare an accurate and literal English or French translation of the original-language document.
 - * Literal translations are word for word translations. Logos, signatures, stamps and/or seals cannot be Copy/pasted on the original translation. Simply identify the logo, signature, etc. by indicating its name, on the original translation, in parentheses [e.g., (logo), (signature), etc.].
- Attest that the translation is "A true translation of the attached document".
- 4. Staple or bind the original translation to the copy of the original-language document.
- Sign, date and apply your translator stamp/seal or the translation office's stamp/seal (if available)
 on all pages of the original translation AND on all pages of the copy of the original-language
 document.

PLEASE NOTE:

The candidate must submit the <u>original</u> translation with a copy of the original-language document, A photocopy or a certified copy of the translation will not be accepted.

TRANSLATING FOR PASSPORT CANADA

When applying for a Canadian travel document, can I submit a document in a language other than English or French?

Yes, but you must submit the original document(s) AND an acceptable translation of the document in English or French.

A **certified translator must do the translation** and it must include their:

- * translator's stamp or
- * membership number from a professional translation association If we question the accuracy of the translation, we can ask for a new translation. See translation requirements for more information.

We will accept translations that were produced by a certified translator whose certification can be confirmed by a stamp or membership number with a professional translation association. Should the accuracy of the translation appear suspect, the Passport Program reserves the right to request a retranslation.

https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/translation-documents.html

| * | Government of Canada | Gouvernement du Canada |
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| | Save | Reset Form | Plintrolli |

PROTECTED WHEN COMPLETED - B

Page 1 of 2

STATUTORY DECLARATION FOR TRANSLATORS DOCUMENTS TRANSLATED FOR A CANADIAN TRAVEL DOCUMENT APPLICATION

Note: Certified professional, non-certified professional and third party translators cannot be a relative of the applicant and cannot translate their own

This form must be completed by all translators to attest to their skills and the accuracy of the translated document(s) for a Canadian travel document application.

Instructions for certified professional translators and non-certified professional translators: complete sections A and C.

Certified professional translator: a member in good standing of a professional translation organization in Canada or abroad with certification confirmed by a seal or stamp.

Non-certified professional translator: a member or employee in good standing of an official organization (e.g. translation organization, government institution, or private agency, etc.). This individual must have formal education and training and be employed as a trained translator. Non-certified professional translators do not have a stamp or seal.

Instructions for third party translators: complete section B. Complete and sign section C in the presence of an official, a person who, by law, is authorized to administer an oath or a solemn declaration. Section D is to be completed and signed by the same official.

Third party translator: an individual that does not perform translation as part of their profession but has the necessary language skills and knowledge to translate documents. Third party translators cannot translate court documents and legally binding agreements.

Type or print in CAPITAL LETTERS using black or dark blue ink.

PPTC 659 (12-2022) E

| SECT | ION A - FOR CERTI | FIED PROFESS | IONAL/NO | N-CERTIFIED PR | OFESSIONAL TRANSL | ATOR USE | ONLY | | |
|--|---------------------------|---------------------|---------------|------------------------|--------------------------|----------|---------------|-----------------|--|
| | | | | CONTACT INF | ORMATION | | - | | |
| Surnar | me (last name) | | | | Given name(s) | | | | |
| | | | | | | | | | |
| Name | of Organization you bel | ong to or work for | | | | | | | |
| Contac | t information of Organi | zation you belong t | to or work fo | r (Phone number, em | nail address, website) | | | | |
| Business Address of Organization you belong to or work for | | | | | | | | | |
| | | | | | | | | | |
| Number | Street | Suite | City | | Province/Territory/State | Country | | Postal/ZIP code | |
| Your B | lusiness address *If dif | ferent than that o | f your orga | nization | | | | | |
| | | | | | | | | | |
| Number | 4 | | City | | Province/Territory/State | Country | | PostaliZIP code | |
| Memb | ership details (Translati | on organization an | id membersh | hip number if availabl | e) | | | | |
| SECT | ION B - FOR THIRD | PARTY TRANS | SLATOR U | ISE ONLY | | | | | |
| | | | | CONTACT INF | ORMATION | | | | |
| Surnar | me (last name) | | | Given name(s) | | | Phone number | | |
| | | | | | | | | | |
| Addres | ss | | | | | | | | |
| | | | | | | | | | |
| Number | Street | Apt | City | | Province/Territory/State | Country | | Postal/ZIP code | |

(DISPONIBLE EN FRANÇAIS - PPTC 659 F)



| | | Save Re | set rom | Printrom | | Page 2 of | | | | | |
|---|---------------------|-------------------|---------------|-----------------------|---------------------------------|--|--|--|--|--|--|
| SECTION C - FOR USE BY ALL TRA | NSLATORS | | | | | | | | | | |
| Note: Third party translators must c | omplete this s | ection in the | presence | of an officia | al. | | | | | | |
| | | ECLARATIO | | | | | | | | | |
| I | have produced | d a translation o | of the follow | ing document(s | s) and I certify that t | he translation is a true, accurate and | | | | | |
| (Name) | | | | | | | | | | | |
| complete version of the original text and that | i i am not a reiauv | ve or the applica | difft. | | | | | | | | |
| | | | | | | | | | | | |
| Complete the table below with the document(s) being translated to accompany a Canadian travel document application. | | | | | | | | | | | |
| Name of original document being | original document | ı | .anguage of: | | Date document was translated | Name of the bearer of the translated | | | | | |
| translated (Y | YYY-MM-DD) | Original docum | ent Trans | ated document | (YYYY-MM-DD) | documents | | | | | |
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| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| | | | | | | | | | | | |
| I am attesting that I am a Translator, fluent in and and I declare that the above | | | | | | | | | | | |
| information is, in all respects, true and accur | ate. | | | language 1 | language | :2 | | | | | |
| Signature of translator | Date | e (YYYY-MM-D | D) Signed | at | | | | | | | |
| | | | | | | | | | | | |
| | | | City | | Province/Territor | y/State Country | | | | | |
| SECTION D - FOR THIRD PARTY TR | ANSLATOR US | SE ONLY | | | | | | | | | |
| | | DECLARATI | ON OF O | FFICIAL | | | | | | | |
| Surname (last name) | | | Given r | name(s) | | | | | | | |
| | | | | | | | | | | | |
| Occupation Commissioner for oaths | Lawyer | Notary publi | c Con | sular staff with | delegated signing a | authority | | | | | |
| Daytime telephone number | Evening telephor | ne number | | Cell number | or email address (o | ptional) | | | | | |
| | | | | | | | | | | | |
| Business address | | | | • | | | | | | | |
| | | | | | | | | | | | |
| Number Street | City | | Pn | ovince/Territory/Stat | le (l'applicable) Country | Postal/ZIP code | | | | | |
| DECLARATION — Made in my presence [| Under oath \ | Solemn decl | laration | | | | | | | | |
| Signature of official | | Date (YYYY- | MM-DD) | Signed at | | | | | | | |

Province/Territory/State (if applicable)

PPTC 659 (12-2022) E

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| | | | | | | Vancouver | Registry |
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Notarization

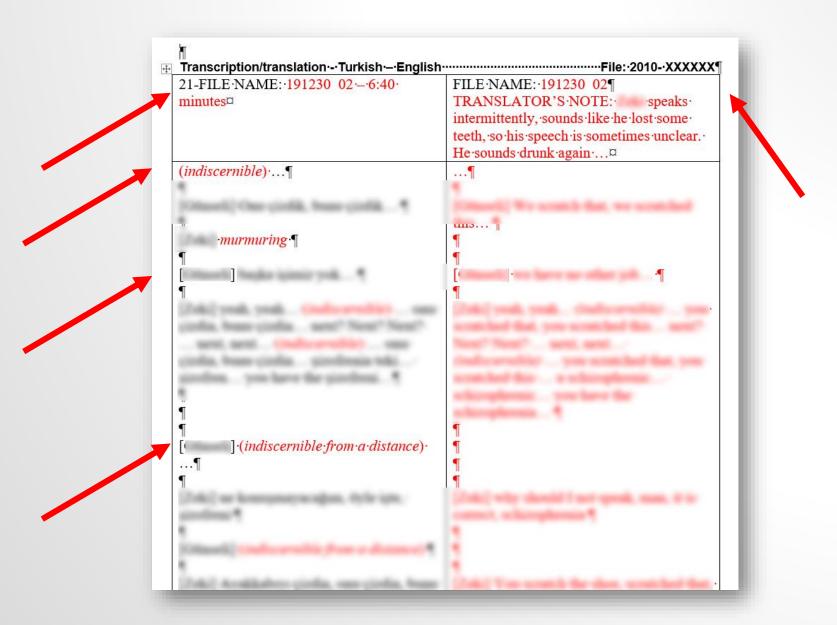
(legalization)

and

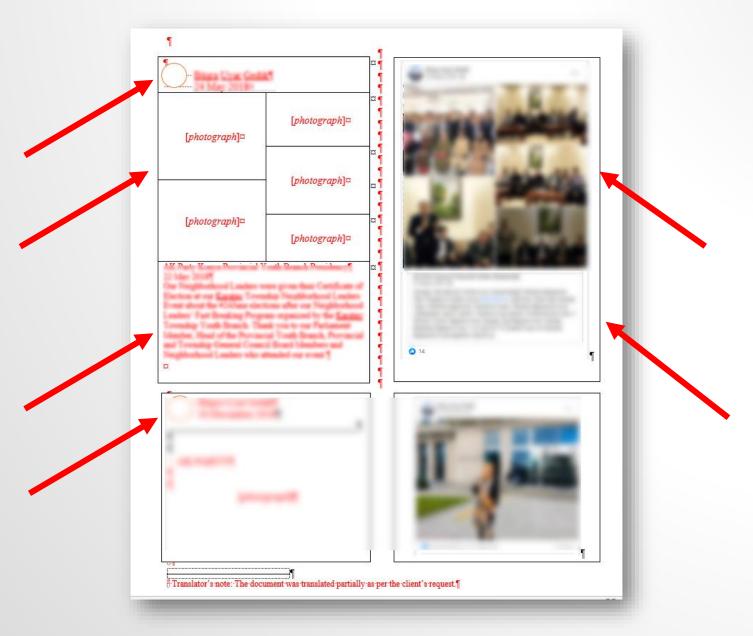
Apostille

Translating for the Supreme Court of Canada

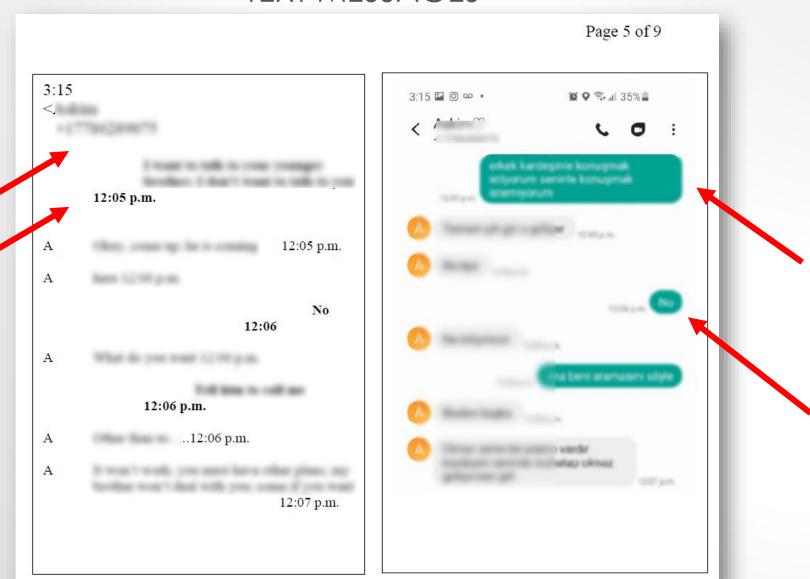
AUDIO TRANSCRIPTION - TRANSLATION



TEXT MESSAGES - SOCIAL MEDIA POSTINGS



TEXT MESSAGES



HOW TO WRITE A TRANSLATOR'S STATEMENT

Translators are required to provide a Translator's Statement, (also called 'declaration' or 'attestation') for legal document translations to authorize their work.

It is very important that STIBC Members provide a standard statement so that recipient institutions across Canada can recognize the professional work our members do.

A standard statement should include:

- a) Credentials of translator: certified, associate.
- b) Language combination(s): English to Korean etc.
- c) Member number: 04-08-2222
- d) That they are a Member in Good Standing.

Also recommended to include:

- 1) A list of the translated documents with details.
 - 2) Number of pages including the statement page in your translation package.
 - 3) Source document information, e.g. originals, photocopy, pdf or jpeg scans; received in person, by fax, email or regular mail.

4) Signing (associate members) and/or applying your seal/stamp on each page.

TEMPLATE 1 - doing translation within your certification

BRUCE WILLIS - CERTIFIED TRANSLATOR ENGLISH TO SPANISH

2999 Grove Ave.

Vancouver, BC V6P 1E3 CANADA

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

Member of Society of Translators and Interpreters of B.C.- Canada / Member No: 04-05-3333

TRANSLATOR'S STATEMENT

I, _BRUCE WILLIS_ Certified Translator English to Spanish, member in good standing of the Society of Translators and Interpreters of British Columbia (which is a member association of the Canadian Translators, Terminologists, Interpreters Council – CTTIC), member no: _04-08-0001_, hereby declare that I did translate into _SPANISH_ the attached _ENGLISH_ docur knowledge, the translation accurately reflects the contents and mean BIUE pen

List of translated document(s):

- Birth certificate for Angelina Jolie¹
- 2- Passport for Luciano Pavorotti²

This translation package comprises five (5) pages including the st

September 19, 2012

(signature)

Bruce Willis

Certified Translator

STAMP/SEAL



Documents translated from pdf received via email -copy attached.

TEMPLATE 2 - doing translation <u>in the other</u> combination

BRUCE WILLIS - CERTIFIED TRANSLATOR ENGLISH TO SPANISH

2999 Diehard Guy Ave.

Vancouver, BC V6P 1E3 CANADA

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

Member of Society of Translators and Interpreters of B.C.- Canada / Member No: 04-05-3333

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 Society of Translators and Interpreters of British Columbia (which is a member association of the Canadian Translators, Terminologists, Interpreters

iber no: _04-08-0001_, hereby declare that I did translate into _ENGLISH_ the __ document and that, to the best of my knowledge, the translation accurately ind meaning of the _ SPANISH _ original.

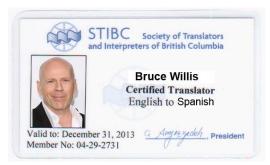
focument(s):

te for Angelina Jolie² uciano Pavorotti⁴

ckage comprises five (5) pages including the statement page.

September 19, 2012

(signature)



Documents translated from pdf received via email –copy attached.

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

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

ASSOCIATE-TEMPLATE 1 - doing translation within your language combination

ANGELINA JOLIE – ASSOCIATE MEMBER OF STIBC ENGLISH TO TURKISH

2999 Celebrity Ave.

Vancouver, BC V6P 1E3 CANADA

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

Associate Member of Society of Translators and Interpreters of BC - Canada / Member No: 03-29-2731

TRANSLATOR'S STATEMENT

I, _ANGELINA JOLIE _ Associate Member of the Society of Translators and Interpreters of British

Columbia, language combination English to Turkish, member in good standing, member no: _03-292731_, 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 ENGLISH _ original.

List of translated document(s):

- Birth certificate for Justin Biber⁵
- 2- Passport for Celin Dion⁶

This translation package comprises five (5) pages including the state

March 17, 2013

(signature)

Angelina Jolie Associate Member



Angelina Jolie

Associate Member

English to Turkish

.President

Membership No. 03-29-2731

Valid to Dec. 31, 2011

ASSOCIATE-TEMPLATE 2 - doing translation in the other combination

ANGELINA JOLIE – ASSOCIATE MEMBER OF STIBO ENGLISH TO TURKISH

2999 Grove Ave.

Vancouver, BC V6P 1E3 CANADA

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

Associate Member of Society of Translators and Interpreters of BC - Canada / Member No: 03-05-3333

TRANSLATOR'S STATEMENT

I, _ ANGELINA JOLIE _ Associate Member of the Society of Translators and Interpreters of British Columbia, language combination English to Turkish (and proficient in the Turkish to English combination), member in good standing, member no: _03-29-0001_, hereby declare that I did translate

e attached __TURKISH__ document and that, to the best of my knowledge, the tely reflects the contents and meaning of the _TURKISH_ original.

ed document(s):

ertificate for Justin Biber³ art for Celin Dion⁶

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

March 17, 2013



Documents translated from pdf received via email -copy attached.

Documents translated from pdf received via email -copy attached.

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

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

BEKİRCAN·TAHBERER·-·CERTIFIED·TRANSLATOR ENGLISH·to·TURKISH·and·TURKISH·to·ENGLISH:

Cell: 604-732-0283 "email: turkish1234@yahoo.ca

Member of Society of Translators and Interpreters of B.C.-Canada / Member No.

TRANSLATOR'S STATEMENT

I, _BEKIRCAN·TAHBERER_, · translator· certified· English· to· Turkish· and· Turkish· toEnglish· (also· proficient· in· Azerbaijani, · which· is· a· Turkic· language)· by· the· Society· ofTranslators· and· Interpreters· of· British· Columbia, · member· in· good· standing, · member· no.
___ and· member· of· the· Canadian· Translators, · Terminologists· and· InterpretersCouncil· (by· affiliation), · hereby· declare· that· I· did· translate· into· _ENGLISH_ · the· attached_AZERBAIJANI_ · document(s)· and· that, · to· the· best· of· my· knowledge, · the· translationaccurately· reflects· the· contents· and· meaning· of· the· _AZERBAIJANI_ · originals. ¶

List of translated document(s) 1-- Birth certificate for

1.→Birth certificate for (one page)¶

This translation package comprises three pages including this statement page.¶

·March 14, 2017¶

Bekircan Tahberer Certified Translator



Translating in a different language with no certification or accreditation

No certifying

No seal or stamp

Proofraed!

Poofread!

Prooofread!

Prooread!

Profread!

Proofread!

ALWAYS ACKNOWLEDGE RECEIPT OF DOCUMENTS

Always quote promptly (with applicable taxes) and indicate turnaround time!

Ask questions!

But don't ask too many questions!



Be considerate and polite! Adopt a Pro-Client Attitude!

Be punctual!

TECHNOLOGY FOR TRANSLATORS

COMPUTER WITH UP-TO-DATE SOFTWARE

SCANNER

PRINTER



PROFESSIONAL PDF WRITER

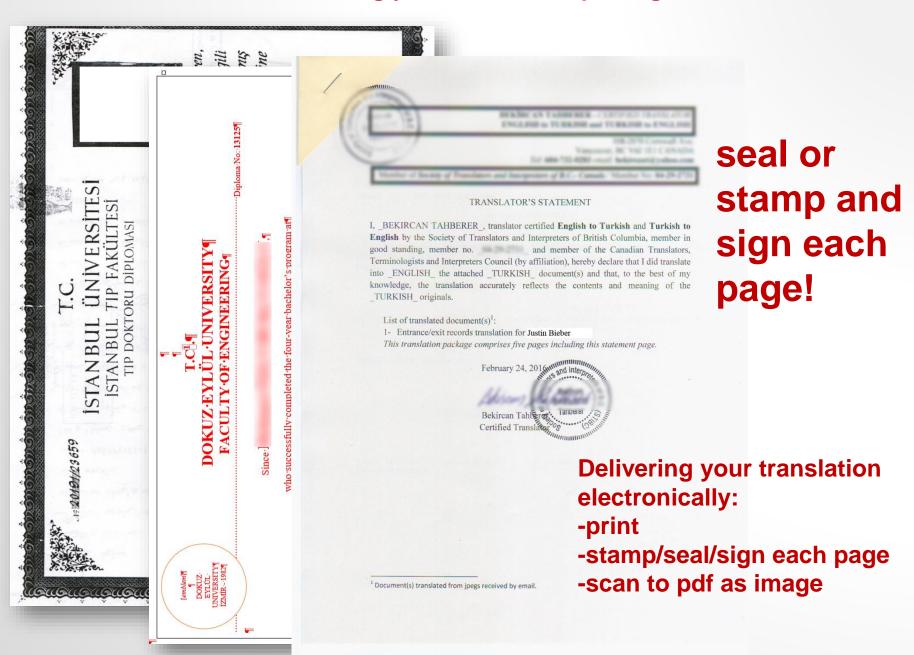




PHOTOSHOP and/or PHOTO EDITING SOFWARE



Personalizing your translation package



Personalizing your translation package



Invoicing

BEKIRCAN TAHBERER - CERTIFIED TRANSLATOR ENGLISH TO TURKISH- INGILIZCE - TURKCE

Vancouver, BC V6J 1E1 CANADA

Tel: 604-732-0283 email: bekircant@yahoo.com

Member of Society of Translators and Interpreters of B.C.- Canada / Member No: 04-29-2731

INVOICE No. 05112013-2

May 11, 2013

Client's name and address

The same letterhead as the statement.

ITEM: Translation

STIBC logo

may not be

letterheads or

in any part of

package!

your translation

used in

| 1- | Description Translation of a medical report | Unit per word / per item (\$) 20 cent x 295 | Unit total (S) \$59 | Total (\$) \$59.00 |
|----|---|---|---------------------------|-----------------------|
| | | Total | \$59.00 | |

Bekircan Tahberer Certified Translator

Bekircan Tahberer 308-2070 Cornwall Ave. Vancouver, BC V6J 1E1

Thank you very much for your business.

Please make your cheque payable to:

Invoicing pro bono work!

HOW TO SET YOUR RATES

Do you give out your rates before reviewing documents to be translated?

Each assignment should be evaluated individually:

- You may want to set a **fixed rate: per page** for legal document translations.
- You should assess other documents depending on their level of difficulty and may wish to set a **per word** rate: You may want to charge more to translate a court verdict than a simple letter from a grandmother, for instance.
- -You might want to set a little lower rate for large assignments (25 to 50 or more pages) than small ones (one to several pages).
- -You should consider the value of your time and expertise when you set your rates without completely dismissing general market trends.

Reissue

Minimum fee!

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STIBC RATE SURVEY-1

| Translation Into English | | | | | | | |
|--------------------------|-----------------|-----------------------|---------------------|--|--|--|--|
| Source Language | Target Language | Average Rate per Word | Upper Rate per Word | | | | |
| Arabic | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Bulgarian | English | 21 - 25 cents | 26 - 30 cents | | | | |
| Chinese | English | 16 - 20 cents | More than 35 cents | | | | |
| Croatian | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Danish | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Dutch | English | 21 - 25 cents | 26 - 30 cents | | | | |
| Farsi | English | 16 - 20 cents | 26 - 30 cents | | | | |
| Finnish | English | 16 - 20 cents | 21 - 25 cents | | | | |
| French | English | 21 - 25 cents | 26 - 30 cents | | | | |
| German | English | 16 - 20 cents | 26 - 30 cents | | | | |
| Greek | English | 21 - 25 cents | 26 - 30 cents | | | | |
| Hungarian | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Indonesian | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Italian | English | 11 - 15 cents | 21 - 25 cents | | | | |
| Japanese | English | 21 - 25 cents | 26 - 30 cents | | | | |
| Korean | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Malay | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Norwegian | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Polish | English | 21 - 25 cents | 26 - 30 cents | | | | |
| Portuguese | English | 16 - 20 cents | 26 - 30 cents | | | | |
| Punjabi | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Russian | English | 11 - 15 cents | 16 - 20 cents | | | | |
| Serbian | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Spanish | English | 16 - 20 cents | 26 - 30 cents | | | | |
| Thai | English | 26 - 30 cents | 31 - 35 cents | | | | |
| Turkish | English | 16 - 20 cents | 21 - 25 cents | | | | |
| Ukrainian | English | 16 - 20 cents | 21 - 25 cents | | | | |

STIBC RATE SURVEY-2

| Translation From English | | | | | | | |
|--------------------------|-----------------|-----------------------|---------------------|--|--|--|--|
| Source Language | Target Language | Average Rate per Word | Upper Rate per Word | | | | |
| English | Arabic | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Bosnian | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Bulgarian | 21 - 25 cents | 26 - 30 cents | | | | |
| English | Chinese | 16 - 20 cents | More than 35 cents | | | | |
| English | Croatian | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Danish | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Farsi | 16 - 20 cents | 26 - 30 cents | | | | |
| English | Finnish | 21 - 25 cents | 26 - 30 cents | | | | |
| English | French | 16 - 20 cents | 26 - 30 cents | | | | |
| English | German | 16 - 20 cents | 26 - 30 cents | | | | |
| English | Greek | 21 - 25 cents | 26 - 30 cents | | | | |
| English | Hungarian | 21 - 25 cents | 26 - 30 cents | | | | |
| English | Indonesian | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Italian | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Japanese | 16 - 20 cents | 26 - 30 cents | | | | |
| English | Korean | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Polish | 21 - 25 cents | 26 - 30 cents | | | | |
| English | Portuguese | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Punjabi | 21 - 25 cents | 26 - 30 cents | | | | |
| English | Russian | 11 - 15 cents | 16 - 20 cents | | | | |
| English | Serbian | 26 - 30 cents | 31 - 35 cents | | | | |
| English | Serbo-Croatian | 26 - 30 cents | 31 - 35 cents | | | | |
| English | Spanish | 16 - 20 cents | 21 - 25 cents | | | | |
| English | Thai | 26 - 30 cents | 31 - 35 cents | | | | |
| English | Turkish | 16 - 20 cents | 21 - 25 cents | | | | |

Are you a translator?

Are you a notary public?

Are you an immigration consultant?

Do you have three hats?



FURTHER QUESTIONS?

Bekircan Tahberer

languageservicescanada@gmail.com