

## **Obtaining a Translation Certificate from the County Clerk**

California Government Code Section 27293 authorizes the County Clerk to issue a Translation Certificate upon verification the English translation of a foreign language document that must be recorded was performed by a certified or registered court interpreter, or an accredited translator registered with the American Translators Association.

To locate a certified or registered court interpreter or an accredited translator please consult the websites listed below:

California Courts for certified/registered court interpreter  
<http://www.courtinfo.ca.gov/programs/courtinterpreters/ctintdb.cfm>

or

American Translators Association website for accredited translator  
<http://www.atanet.org/onlinedirectories/individuals.php>

When contacting the certified or registered court interpreter, or accredited translator registered with the American Translators Association to have your foreign document translated into English pursuant to California Government Code Section 27293, be sure to ask for the following:

- ◆ An original English translation from the original foreign document
- ◆ A declaration by the interpreter or translator that the translation is true and accurate, and includes the certification, qualification or registration of the interpreter or translator (see sample attached)
- ◆ The signature of the interpreter or translator on the declaration ***must be acknowledged by a notary public***

Submit the following documents to the County Clerk for issuance of the Translation Certificate:

- ◆ The original foreign document
- ◆ The original English translation of the foreign document
- ◆ Original declaration of the interpreter or translator (with their signature acknowledged by a notary public)
- ◆ \$10.00 fee per certificate requested

Once the County Clerk has confirmed the document includes all of the required information as listed above, and has verified the translation was performed by a certified or registered court interpreter, or an accredited translator registered with the American Translators Association, they will issue a Translation Certificate and you will forward the above listed documents together with the original Translation Certificate, and appropriate recording fees to the County Recorder.

Please contact our office at 707-565-3800 with further questions regarding this process.

## DECLARATION AND CERTIFICATION

I, \_\_\_\_\_, declare that I am a  
(Insert Name of Person Translating)

(Check one)

- ☐ CERTIFIED/REGISTERED COURT INTERPRETER as described in GC 68561  
☐ AN ACCREDITED TRANSLATOR REGISTERED WITH THE AMERICAN TRANSLATORS ASSOCIATION

I am certified/registered to interpret and translate from the \_\_\_\_\_

language to the \_\_\_\_\_ language.

My Certification/Registration Number(s) is/are: \_\_\_\_\_.

I further declare that I have translated the attached document from the  
\_\_\_\_\_ language to the ENGLISH language.

I declare to the best of my abilities and belief, that this is a true and accurate translation of the  
\_\_\_\_\_ language text of \_\_\_\_\_.  
(Insert title of document)

### ***Specific Description of the Document***

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I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

This declaration signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in  
\_\_\_\_\_, California.

\_\_\_\_\_  
Print Name of Certified/Registered Court Interpreter or Accredited Translator registered with the American Translators Association

\_\_\_\_\_  
Signature of Certified/Registered Court Interpreter or Accredited Translator registered with the American Translators Association

**NOTE: The signature of the Certified/Registered Court Interpreter or Accredited Translator registered with the American Translators Association must be acknowledged by a notary public.**