

ALIAS TRANSLATION SERVICE guarantees the certification and legalization of translations, as well as their authentication according to The Hague Convention of 1961 (Apostille), when required.

Through this article we'll clearly summarize all the aspects related to this topic, explaining in which cases and with what modalities a translation must be certified or legalized at the court.

1. When do I need a sworn translation?

It is necessary to distinguish between CERTIFIED TRANSLATION, LEGALIZED TRANSLATION and APOSTILLED TRANSLATION.

CERTIFIED TRANSLATION (also known as "sworn").

It consists in the translation of official documents which require to be certified. The certification attests to the correspondence between the original text and the translated text, so that the translation has the same legal validity as the original.

Most common examples:

- you need to request **recognition, throughout the Italian territory, of a degree or qualification awarded by a foreign school or university**;
- an extra-European citizen needs to have his **driving license** recognized in Italy;
- for family reunification, it is necessary to translate into Italian and certify, the **birth and marriage certificates**;
- if you buy a car abroad it is necessary to translate the **registration certificate** into Italian;
- translation of the documents necessary for acquiring the **Italian citizenship**;
- translation of **documents necessary to get married**.
- any **judicial act**, belonging to a private individual, a company or an institution, involving subjects from different countries (e.g. legacies, birth certificates, criminal certificates, deeds of incorporation, balance sheets, etc.).

LEGALIZED TRANSLATION

If a translation must have legal value also abroad (for example the translation of an Italian qualification to be submitted in a foreign country), it must first be certified and then also legalized at the Public Prosecutor's Office to attest to the authenticity of the Chancellor's signature. Legalization, therefore, is a further legal procedure subsequent to the certification.

Most common cases:

- a company wishes to compete for a **tender in another State** and must submit the last two balance sheets together with the Articles of association translated into the language of the country which launched the call for tender;
- the holder of a diploma or any other Italian qualification who wishes to **attend a school abroad, or apply for a job abroad**, must submit a certified and legalized translation of his/her qualification;
- building permits, visas, extracts from the judicial record, judgments or legal acts to be notified abroad.

APOSTILLED TRANSLATION

If the translation into a foreign language is to be used abroad, it will first be certified and then legalized (see above), or apostilled on the basis of the list of countries that have adhered to the Hague Convention of 1961. If the country that must receive the documentation is included in this list, an Apostille will be affixed on the document, which internationally validates its authenticity. Otherwise, the document will be legalized. For practical purposes nothing changes, except for the stamp that will be affixed on the last page of the document.

2. Who can certify a translation?

- It is not permitted to personally certify/legalize one's own translation, even if the person concerned is able to translate his/her document, therefore he/she can not go to the Court to certify his/her own translation.
- The documents must therefore be certified by a third person before a Registrar of the Court or a Justice of the Peace: the translator must take his responsibility, declaring on oath that he has faithfully translated the original text.
- In Italy the legal entity of "sworn" translator does not exist. All the certified translations, made official by oath, have full legal value regardless of whether or not the involved translator is registered in the list of court experts.

3. Which documents do you need?

ALIAS TRANSLATION SERVICE can translate both the original or the photocopy of your documents that you can send us as follows:

- to our office located in Riet - Via del Terminillo 30 (opening hours: from Monday to Friday, 9:00 - 17:00)
- by e-mail (info@aliastranslationservice.com).

We will supply the necessary stamp duties; to this regard please note that, according to the current regulations, it is necessary to affix one stamp duty of € 16.00 every four pages of the final document, as well as one stamp duty of € 3.87 (one-off). The final document will include the source text (original or photocopied document), the translation and the certification of sworn translation signed by the translator and the Registrar of the Court.

4. How much shall I pay?

The final price will be determined by:

the cost of the translation + € 50.00 (fixed cost of the certification, legalization or apostille service) + the cost of the stamp duties (considering that one stamp duty of € 16.00 is required every four pages of the final document, plus one stamp duty of € 3.87 - one-off).

5. Frequently asked questions

- **How can I receive my translation?**

You can withdraw it at our office or we will send it by post to your address (shipping costs not included).

- **How long does it take for delivery?**

Delivery time is usually short. For a document of 1 or 2 pages I need 2-3 working days. It should be noted that, compared to the certification, the legalization requires a longer procedure. The Court of Rieti guarantees the service only on Wednesdays and Fridays, therefore the delivery of the documents always depends on the day in which the documents have been certified (and not translated!). Please contact me for a free, non-binding quotation.

- **Which languages do you translate?**

I translate documents from/into Italian, English and French; moreover, thanks to a network of mother-tongue translators collaborating with ALIAS TRANSLATION SERVICE, it is possible to translate documents from/into Spanish, German, Czech, Russian, Slovak, Chinese and Ukrainian.

- **Is it possible to translate documents on one's own and then send them to you for the certification/legalization?**

No it isn't. For no reason we can certify translations that have not been provided by us.

- **Is it possible to certify a translation between two foreign languages?**

Yes, it is. Please contact me for all the relevant information about delivery time and costs.

- **Does the translator performing the translation necessarily have to be registered in the Role of the Experts of the Court?**

No. All the translations officially certified at the court, have full legal value regardless of whether or not the translator who performed them is registered in the list of court experts.

For any other question, please send your message to info@aliastranslationservice.com, or contact me on Skype (Riccardo Di Genova).

The text will be treated in strict confidence.