

## Process for Translation

All documents provided to the Department by the applicant shall be in English or have been translated into English.

The original and corresponding translated documents shall be presented together at the time of application.

All translated documents must have the following statement included at the end - must be typed or electronically printed on the same page as the translation, not on separate pieces of paper, or the translation will not be accepted by the Department:

I, \_\_\_\_\_, affirm that the foregoing is a complete and accurate translation from (insert name of foreign language) to the English language to the best of my ability. I further affirm that I am fully competent to translate from (insert name of foreign language) into the English language and that I am proficient in both languages.

The person performing the translation must provide an unexpired driver's license or identification card. The translator's full legal name and driver's license or identification card number shall be included with the applicant's permanent motor vehicle record.

Applicants are responsible for all costs of translation.