



USCIS
Official Translation

USCIS TRANSLATION REQUIREMENTS (CHECKLIST)

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USCIS TRANSLATION REQUIREMENTS - MASTER CHECKLIST

Use this checklist before you file any USCIS application that includes documents in a foreign language.

Tick each box as you go to make sure every translation meets USCIS requirements.

1.) Case & Documents Overview

I know which USCIS form(s) I am filing

I-130

I-485

N-400

I-765

I-131

I-539

I-751 / I-829

Other: _____

I have collected all supporting documents, including those not in English



2.) Identify Documents That Need Translation

Rule of thumb:

If the document is not in English and is being submitted to USCIS, it must be translated.

Tick all that apply:

Vital Records

- Birth certificate(s)
- Marriage certificate(s)
- Divorce decree(s)
- Death certificate(s)
- Adoption records
- Name change document / court order

Identity & Civil Status

- Passport (non-English pages or relevant stamps)
- National ID card
- Family registry (e.g. Libro de Familia, Koseki Tohon, etc.)
- Residency cards issued abroad

Academic & Professional

- Diplomas
- Transcripts / grade reports
- Professional licences / registrations
- Training certificates



2.) Identify Documents That Need Translation

Legal, Police & Immigration

- Police clearance certificates
- Court judgments / criminal records
- Foreign immigration decisions (e.g. asylum decisions, deportation orders)
- Penalty / fine notices used as evidence

Financial & Supporting Evidence

- Employment letters / contracts
- Business registration documents
- Company records or certificates
- Bank letters / statements (if used as evidence)
- Affidavits or declarations in a foreign language

[] I have listed every non-English document that will be included in my USCIS filing.



3.) Translator Eligibility Checklist

USCIS requires that the translator is competent and provides a signed certification.

Required by USCIS

- Translator is fluent in both the foreign language and English.
- Translator is willing to sign a Certificate of Translation Accuracy.
- Translator is able to understand the document type (e.g. legal, academic, official record).

Strongly Recommended (Best Practice)

- Translator is not the applicant or the petitioner.
- Translator is not a close family member for sensitive documents (e.g. criminal records, marriage evidence).
- Translator or translation company can be contacted (email, phone, or address provided).
- Translator has experience with USCIS cases.

[] I am confident my translator is competent and acceptable for USCIS.



4.) Translation Content Checklist (Required)

For each document, confirm:

Required by USCIS

- The translation covers the full document (no summaries).
 - All pages are translated.
 - All stamps, seals and logos are translated or clearly described.
 - All marginal notes, annotations and handwritten notes are translated or explained.
 - All dates are correctly converted and clear (e.g. avoid confusing day/month and month/day).
 - All names are consistently spelled exactly as in the passport / main ID used in the application.
 - Any abbreviations or unclear terms are explained in brackets if necessary.
- [] Every translated document is complete and not missing any section or line.



5.) Certificate of Translation Accuracy (Required)

Each translated document must be accompanied by a translator's certification statement.

For every translation, confirm the certificate includes:

- Statement that the translator is competent to translate from [Foreign Language] into English.
- Statement that the translation is complete and accurate.
- The document title or a clear description of the document translated.
- Translator's full name (typed).
- Translator's signature (handwritten or valid digital signature).
- Date of certification.
- Translator's contact details (at least one of: address, email, phone).

Sample Wording

I, [Full Name], certify that I am competent to translate from [Language] into English and that the attached translation of [Document Title] is complete and accurate to the best of my knowledge.

[Signature]
[Full Name]
[Date]
[Contact Details]

[] Every translation has its own signed Certificate of Translation Accuracy.



6.) Formatting & Presentation Checklist

Make it easy for USCIS officers to review your documents.

- The original document and translation are clearly linked (e.g. labelled "Original" and "Translation").
- The layout of the translation follows the structure of the original as closely as practical.
- Page numbers are clear and consistent:
 - "Page X of Y" if multiple pages.
- Names, dates, and places are consistent across all translations and forms.
- The translation is typed, legible, and professionally presented (no blurry scans).
- [] Each translated file looks clear, organised, and easy to review.



7.) Signature & Copy Rules

- The translator has signed the certificate (wet ink or valid digital signature).
- I have a copy of the original signed translation for my records.
- I understand USCIS generally accepts scanned copies of signed translations unless the specific form instructions request originals.
- I will submit clear scans (not cropped, not cut off).
- [] All certification pages are signed and clearly scanned.



8.) Document-Type Mini Checklists

8.1 Birth Certificates

- Full name of the person
- Parents' full names
- Date and place of birth
- Registration date / number
- All stamps, seals, margins, and backside notes
- Any corrections, amendments, or annotations

[] Birth certificate translations are complete and clearly labelled.certification pages are signed and clearly scanned.

8.2 Marriage, Divorce, Adoption & Court Orders

- Names of all parties involved
- Dates of marriage / divorce / adoption / order
- Date and place of birth
- Name of court or issuing authority
- Key legal statements (e.g. marriage registered, divorce granted, adoption finalised)
- Case numbers / reference numbers
- All pages and clauses translated, not just the front page

[] Birth certificate translations are complete and clearly labelled.certification pages are signed and clearly scanned.



8.3 Academic & Professional Documents

- Degree / qualification title accurately translated
 - Institution name
 - Dates of study / graduation
 - Course names and grades (for transcripts)
 - Professional licence or registration numbers
 - Any seals, stamps, or footnotes
- All academic and professional evidence is clearly translated and consistent.

8.4 Police, Criminal & Immigration Records

- Full details of the issuing authority
 - Dates of offences, charges, decisions, or clearances
 - Exact wording of offences, articles, or laws cited
 - Outcomes (e.g. dismissed, acquitted, convicted, fined)
 - Sentences or penalties, if any
 - No paraphrasing – strictly accurate and complete
- All police and court translations are complete, precise, and unbiased.



9.) Common Error Check – Avoid RFEs & Delays

Before you file, confirm:

- No partial translations (back pages, seals, notes all included).
 - No missing certifications (every translated document has a certificate).
 - No missing signatures on certificates.
 - No inconsistent name spellings between passports, forms, and translations or scans (not cropped, not cut off).
 - No machine-only translations (e.g. Google Translate) without human review and certification.
 - Translator details are real and traceable (not anonymous).
 - All PDFs / scans are clear and readable.
- [] I have checked and corrected all of the above before filing.



9.) Final Pre-Submission Review

Right before sending your application to USCIS:

- Every non-English document has a matching English translation.
- Every translation has a signed Certificate of Translation Accuracy attached.
- Document names on the translations match how they are listed in form instructions and cover letters.
- All documents are properly ordered and labelled in my USCIS packet.
- I have kept a complete copy of everything I am submitting (original documents, translations, certificates).
- My USCIS translation package is complete and ready to file.



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