

SCNO AND ASSOCIATES



Certified Translation and Apostille Guide

ATA Certified Translations | 65+ Languages | Apostille on Translations

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About This Guide

This guide explains certified translation services, what ATA certification means, what to expect from the process, and how translation and apostille work together when your documents need to be used internationally.

What Is a Certified Translation?

A certified translation is a word-for-word human translation accompanied by a signed statement from the translator certifying that the translation is accurate and complete to the best of their knowledge. It is accepted for official use by universities, courts, immigration authorities, and local, state, and federal government agencies.

Do not confuse certified translation with notarized translation. A notarized translation adds a layer of notary verification on top of the translator's certification. Some institutions require one, some the other, and some both. We confirm the correct requirement for your institution before proceeding.

What Is ATA Certification?

The American Translators Association (ATA) is the largest professional association of translators and interpreters in the United States. ATA certification signals that a translator has passed a rigorous examination and meets the ATA's standards for professional translation competency.

Our translation partners are ATA certified translators or ATA corporate members whose work meets ATA standards. Translations are provided on official letterhead with the translator's ATA member number or corporate member stamp.

Languages We Offer

We offer certified translations in 65 or more languages. Common languages include Spanish, French, Portuguese, Mandarin, Arabic, Russian, German, Italian, Japanese, Korean, Hindi, Polish, and many more. Contact us with your specific language pair to confirm availability and turnaround time.

What Gets Translated

- Birth, marriage, and death certificates
- Diplomas and academic transcripts
- Powers of attorney and legal documents
- Immigration documents and visa applications
- Business contracts and corporate documents
- Medical records and healthcare documents
- Court orders and legal judgments
- Government-issued identification documents
- Employment and financial records
- Personal statements and affidavits

Turnaround Times

Translation turnaround depends on document length, language pair, and complexity. Industry standard timelines are:

Document Size	Standard Turnaround	Expedited
Short document (1 to 3 pages)	2 to 3 business days	Available on request
Medium document (4 to 10 pages)	3 to 5 business days	Available on request
Large or complex document (10+ pages)	Contact us for timeline	Available on request

Always confirm your deadline with us before ordering. If you have an urgent request contact us directly and we will confirm whether expedited service is available for your specific language pair.

Translation and Apostille Together

Many international document processes require both translation and apostille. Here is how the two services work together:

1 Confirm requirements with the receiving institution

Before starting, confirm whether the institution requires a certified translation, a notarized translation, an apostille on the original, an apostille on the translation, or a combination. Requirements vary significantly.

2 Obtain the apostille on the original document first (if required)

Some institutions require the original document to be apostilled before translation. Others apostille the translated document. We confirm the correct order before proceeding.

3 Have the document professionally translated

Our ATA certified translators produce a word-for-word translation with certification statement.

4 Obtain apostille or notarization on the translation (if required)

If the receiving institution requires the translated document to be apostilled or notarized, we coordinate this step as well. We offer discounted rates when bundling translation and apostille services together.

Translation Checklist: What to Prepare

- **Identify the exact document type and confirm what the receiving institution requires**
- **Confirm whether you need certified translation, notarized translation, or both**
- **Confirm whether an apostille is required on the original, the translation, or both**
- **Provide a clear, legible copy or scan of the original document**
- **Specify the source language and target language**
- **Provide your deadline so we can confirm turnaround availability**
- **Confirm the name and contact of the receiving institution if apostille is also needed**

How to Send Your Documents

You do not need to physically deliver documents for translation. A clear scan or high resolution photograph of each page is sufficient for most translations. We will confirm the correct format when you contact us.

Book Your Appointment

312-428-0613 call / text / WhatsApp

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notary.scnoandassociates.com

Illinois Notary Commission #1030093 | Valid through April 20, 2030 | E&O; Coverage \$100,000 | NNA Certified Signing Agent | NNA
Background Screened

Translation services are provided through our ATA certified translation partners. SCNO and Associates is not a law firm and does not provide legal advice. Always verify specific requirements with the receiving institution before proceeding.