

Immigration Document Translation

Quick Guide

For Immigration Attorneys, Legal Staff, and Clients



Documents That Usually Require Translation

Any document submitted to USCIS that is not in English must include a **complete English translation**.

Examples:

Civil Documents

- Birth certificates
- Marriage certificates
- Divorce decrees
- Death certificates

Identity Documents

- Passports
- National ID cards
- Driver's licenses

Legal/Education Records

- Police records
- Court dispositions
- Affidavits
- Diplomas & transcripts



Common Cause of RFEs

Translations must include **all visible text**, not only the main body.

This includes:

- Stamps
- Seals
- Handwritten notes
- Marginal annotations
- Registry numbers

Partial translations may result in a **Request for Evidence (RFE)**.



QA LANGUAGE SERVICES



Instructions for Clients Sending Documents

To help avoid delays in immigration filings be sure to:

- Send **clear scans or photos**
- Include **all pages** of each document
- Do not crop **stamps or seals**
- Confirm **correct spelling of names**, if known
- Indicate **filing deadlines**, when applicable

Incomplete or unclear documents may delay translation and filing.

USCIS Certified Translation Requirements

Complete translation + Certification statement + Translator's signature + Contact information

ATA-Certified Spanish → English Translations
Immigration | Legal | Academic Documents | Contracts

QA Language Services

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