



DFAT REQUIREMENTS FOR NAATI CREDENTIALLED TRANSLATORS

A recent review conducted by the [Department of Foreign Affairs and Trade \(DFAT\)](#) has found a large number of translations performed by NAATI credentialed translators in Australia did not include the correct information in order for the translation to be accepted.

DFAT receives copies of translations because often Australian documents require a form of 'legalisation' before they will be accepted for use by foreign governments or organisations.

Legalisation by DFAT occurs in two ways: either through the affixing of an apostille, attesting to the validity of a signature/seal or through a chain of authentications of signatures and/or seals.

For translations, the legalisation relates to the signature or seal of the NAATI translator.

In light of NAATI's function as the national standards and certification body for translators and interpreters in Australia, a stamp/signature of a NAATI credentialed translator can be treated as an 'official certificate' for the purposes of issuing an apostille only where it is accompanied by additional information, designed to protect the integrity of both NAATI, the translator and DFAT.

This means, that a translation submitted to DFAT must include:

- Your NAATI stamp (including your Practitioner ID); **AND**
- Your language and type of certification; **AND**
- Your name as the translator; **AND**
- A statement attesting to the truth and accuracy of the translation of the document presented e.g. "this is a true and accurate translation of the text provided on the attached document/s"; **AND**
- The date of the translation; **AND**
- Your signature.

Please remember that you must include the information above on both the copy of original document **AND** the translation.

NAATI recommends that you adopt this practice as the standard for any translation work you undertake.

WHAT IF I HAVE FURTHER QUESTIONS?

If you have any further questions regarding this policy or the legalisation of documents can be directed to DFAT via email at consular.policy@dfat.gov.au.

Both NAATI and DFAT thank all accredited translators in advance for your cooperation.

This information is current as of December 2017.