

USCIS Translation Preparation Checklist

A practical pre-order check for applicants, notaries, form preparers and community organizations handling foreign-language supporting documents.

The federal rule

8 CFR 103.2(b)(3) generally requires a full English translation of a foreign-language document submitted to USCIS, together with certification that the translation is complete and accurate and that the translator is competent to translate it. [Read the current rule.](#)

Before ordering or submitting the translation



Check the current form instructions.

The form and your filing facts determine which supporting records USCIS requests.



Include the complete document.

Collect every page, reverse side, continuation sheet, legend and electronic-signature page that belongs to the record.



Make every detail readable.

Check names, dates, numbers, handwriting, stamps, seals and marginal notes at normal zoom.



Keep the original-language record.

Plan to submit the source document or copy required by the form together with its English translation.



Confirm name spelling.

Flag preferred transliterations or differences across passports and civil records; the translation must still reflect the source.



Request a complete English translation.

A summary or translation of selected fields does not satisfy the full-translation wording in the rule.



Check the certification statement.

It should address completeness, accuracy and the translator's competence from the source language into English.



Review before filing.

Compare names, dates, identifiers and page order with the source, and keep every part of the certified package together.

Three different processes

Certified translation

A complete translation with a signed certification statement addressing accuracy, completeness and competence.

Notarization

A notary verifies the identity of a person signing a statement. It does not establish linguistic accuracy.

Apostille

A government authentication used for some documents crossing borders. It is not a translation.

Ask before you pay when...

- the page count is unclear because of blank space or signature pages;
- the document is handwritten, damaged, faint or partly illegible;
- the recipient asks for notarization, a physical copy or a special format;
- you have a fixed filing deadline or a large set of documents.

Important limit

A translation provider prepares the translation and certification. USCIS decides the filing based on the complete submission. Translation is not legal advice and no provider controls acceptance of an application or petition.

This checklist is general educational information. Always use the current instructions for the specific USCIS form and seek qualified legal advice when needed. Organizations may share this unmodified checklist with attribution; sharing does not imply endorsement of TranslateDay.

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translateday.com/uscis-requirements