

# Fact sheet

## Requirements for translating documents



Australian Health Practitioner Regulation Agency

Aboriginal and Torres Strait Islander health practice	Occupational therapy
Chinese medicine	Optometry
Chiropractic	Osteopathy
Dental	Pharmacy
Medical	Physiotherapy
Medical radiation practice	Podiatry
Nursing and Midwifery	Psychology

### Introduction

The National Boards maintain quality standards for accepting documents. To enhance quality assurance, the National Boards require all non-English documents submitted in support of an application to be accompanied by an English translation, in accordance with the requirements set out below.

Any document, in a language other than English, which is required by the National Boards in support of applications, must be accompanied by an English translation. Such documents include, but are not limited to, proof of identity documents and evidence of qualification(s) documents.

### Who can translate documents?

If the documents are translated **in Australia**:

- the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATTI) – [www.naati.com.au](http://www.naati.com.au).

The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provide a current list of qualified, active AUSIT members who have NAATTI accreditation in translating – [www.ausit.org](http://www.ausit.org).

If the documents are translated **in a country outside Australia**:

- the translator must be approved by the authorities in the country where the translation is made. The International Federation of Translators (IFT) – [www.fit-ift.org](http://www.fit-ift.org) – provide a list of translation associations, some approved by authorities to provide certified translations.

The Australian Embassy, High Commission or Consulate in the country where the translation is made should be contacted if uncertain.

Please note that if, in the National Boards' opinion, the translation provided is incomplete or inaccurate, the National Boards will request the applicant to provide translations completed by a translator accredited by NAATTI.

### What translated documents are not accepted?

Translations prepared by persons familiar with the language of origin, including relatives, friends, acquaintances or other volunteer agencies, are **NOT** acceptable.

'Extract translations' of degrees, diplomas, certificates and transcripts are **NOT** acceptable. The National Boards require a full translation of these documents in line with this policy.

### What do the accredited translators need to do to translate your documents?

Translators require original or a notarised photocopy of the documents, which must be clearly legible, for translation. Or, if the document has been received directly by AHPRA, the translator will receive a copy of the document via email from AHPRA.

The translator must include an original signed statement indicating that the translation is accurate and the translator belongs to an organisation that is approved in the country where the translation is made. The statement must include the translator's identification number or seal (or both on **every page**), printed name, address, and telephone number.

The original certified copy of the document used to prepare the translation along with the translation and original signed statement in English must be submitted with the application.

### What do I need to do?

If you have the documents that require translation you will need to find an accredited translator (see "Who can translate documents?" section above) and ensure that the documents are translated in accordance with this policy (see What do the above accredited translators need to do to translate your documents?")

The original hardcopy documents along with the English translations need to be submitted hardcopy to AHPRA.

### What if I submitted my application online?

If any of your documents are in a language other than English, you are required to submit your documents in line with the requirements outlined under "What do I need to do?" above.

### What if my document is being sent directly to AHPRA? What do I need to do?

There may be circumstances where your supporting document is sent directly to AHPRA (eg: Certificate of Good Standing) and is not in English. Where AHPRA has directly received the document and has identified that it is required to be translated, they will contact you to inform you that the document has been received and that you are responsible for organising an accredited translator to translate the document(s).

AHPRA will contact you and advise:

- any supporting documentation that is in a language other than English must be accompanied by an English translation.
- that you are responsible for organising and covering all costs for the translation
- the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATTI)

You must advise AHPRA in writing of the following details of the translator:

- full name and email address
- suburb and postcode

These details must be received in writing to allow for the translator's details to be verified.

Once AHPRA has verified the translator, AHPRA will organise a copy of the document to be emailed directly to the translator. The translator will send a copy of the translated document back to AHPRA.

### Fees

Applicants are responsible for covering all costs for the translation of documents. NAATTI operates on a fee-for-service basis.

If AHPRA is required to have documents translated, such as a Certificate of Registration Status or from an institution, the applicant is responsible for covering all the associated costs.