



**San Bernardino  
Recorder-County Clerk**

222 W. Hospitality Lane, 1st Floor  
San Bernardino, CA 92415-0022  
Phone: (909)387-8306  
Website: [arc.sbcounty.gov](http://arc.sbcounty.gov)

**DECLARATION OF INTERPRETER/TRANSLATOR**

I, \_\_\_\_\_, declare that I am:

(Name of interpreter/translator)

- A certified/registered court interpreter
- An accredited translator registered with the American Translators Association

and that I am certified/accredited to interpret and translate from the \_\_\_\_\_ language to the English language.

I further declare that I have translated the attached document from the \_\_\_\_\_ language to the ENGLISH language. I declare, to the best of my abilities and belief, that this is a true and correct translation of the \_\_\_\_\_ language text of \_\_\_\_\_.

(Insert title of document)

***Specific Description of the Document***

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This declaration signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_, California.

\_\_\_\_\_  
Signature of Interpreter/Translator

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ (Date) before me, \_\_\_\_\_ (Name and title of the officer) personally appeared

\_\_\_\_\_ (Name of person signing) who proved to me on the basis of satisfactory evidence to be the person(s)

whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of officer

(Seal)

## Non-English Translation Certification California Government

Code Section 27293 authorizes the County Clerk to issue a Translation Certificate upon verification the English translation of a foreign language document that must be recorded was performed by a certified or registered court interpreter, or an accredited translator registered with the American Translators Association.

To locate a certified or registered court interpreter or an accredited translator please consult the websites listed below:

### California Courts for certified/registered court interpreter

<https://selfhelp.courts.ca.gov/>

Or

### American Translators Association website for accredited translator

<https://www.atanet.org/directory/>

When contacting the certified or registered court interpreter, or accredited translator registered with the American Translators Association to have your foreign document translated into English pursuant to California Government Code Section 27293, be sure to ask for the following:

1. An original English translation from the original foreign document
2. A declaration by the interpreter or translator that the translation is true and accurate, and includes the certification, qualification or registration of the interpreter or translator (see sample below)
3. The signature of the interpreter or translator on the declaration **must be acknowledged by a notary public**

Submit the following documents to the Recorder-County Clerk for issuance of the Translation Certificate:

1. The original foreign document
2. The original English translation of the foreign document
3. Original declaration of the interpreter or translator (with their signature acknowledged by a notary public)
4. \$10.00 fee per certificate requested.
5. Mail Process Fees: Standard USPS Mail \$3.50 or Priority USPS Mail \$29.00.

**Payment Options:** Payments may be made by cash (in-person), check, postal or bank money order, or cashier's check made payable to San Bernardino County. Credit card payments are also accepted and are subject to a 3.5% surcharge. Mail the completed form, requirements, and payment to: San Bernardino Recorder-County Clerk, 222 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92415

Note: Once the Recorder-County Clerk's Office reviews your submission, confirms that all required documents have been provided, and verifies that the translation was completed by a certified or registered court interpreter or an ATA-certified translator, the office will issue a Translation Certificate. This completes the County Clerk's verification process.

After the Translation Certificate has been issued, you must submit it along with the original foreign-language document, original English translation, original declaration, and all applicable recording fees to the Recorder-County Clerk's Office. The County Recorder will then complete the recording process in accordance with state law.

For additional information or assistance regarding this process, please contact the Recorder-County Clerk's Division at (909) 387-8306.