



## TRANSLATION CERTIFICATE

For Non-English-Language Items (see page 2 for instructions)

### CERTIFICATION BY TRANSLATOR/TRANSLATION COMPANY

When signed by the person identified below, this will certify to the Auditor General's Office that, for the advertisement or printed matter submitted for review, the attached non-English-language version of the item is a true and accurate translation/version of the attached English-language version of the item.

Date: \_\_\_\_\_

Ad Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Language: \_\_\_\_\_

Name of translator/translation company: \_\_\_\_\_  
Print

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### CERTIFICATION BY MINISTRY

On behalf of and as authorized by the ministry identified below, I hereby:

1. declare that I have read the certification from the translator; and
2. certify that the non-English-language version that is attached to the translator's certification is the finished version of the item that will be published, displayed, broadcast or distributed.

Name of Ministry: \_\_\_\_\_

Name: \_\_\_\_\_  
Print Signature

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETING THE TRANSLATION CERTIFICATE**

The Office of the Auditor General requires that non-English-language items be certified by both the translator and the submitting ministry. This requirement assures that the non-English-language version is an accurate translation of the English version of the item. If the English version is compliant with the *Government Advertising Act, 2004*, then the non-English-language version is also compliant.

NOTE: This form may be completed and saved electronically.

The ministry should:

- complete the top portion of the “TRANSLATION CERTIFICATE” and send to the translator/translation company;
- have the translator/translation company fill out the middle portion of the form and return it with the translation to the ministry;
- complete the bottom portion of the certificate;
- attach the translated version of the item;
- attach the English version (or script) of what was translated; and
- include the form and attachments with the ad review submission.