

Document Translation Guidelines

If some or all of your documents required for your registration application are in a language other than in English, you must provide the OTBNZ with English translations of all such documents.

Please ensure you follow the steps as outlined below when having documents translated:

1. Translations must be prepared by a recognised official translation service. The translation must not be prepared by you, or any member of your family, or any person interested in the outcome of your application.
3. The translations must be prepared from either the original or a certified copy of the original.
4. Translations must be on official letterhead and bear the stamp/official seal, full name and signature of the translator or translation service.
5. All translations of original language documents, including notarised documents, must be certified as correct by an official of the translation service.
6. Translations must be securely stapled or attached to the original language document.
7. Translation costs are your responsibility.

Last review: August 2020

