



STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES



MAIL COMPLETED APPLICATION TO:
60 State Street, Wethersfield, CT 06161
Attn: Translator, Room 331
860-263-5331
ct.gov/dmv/translators

APPLICATION FOR CT DMV APPROVED TRANSLATOR STATUS

REQUIREMENTS:

There are **three categories** of CT DMV-approved translators:

1. Independent individual translators.
2. Individual translators employed by a for-profit or not-for-profit organization.
3. Translation Businesses listed **on the current** State of Connecticut Executive or Judicial Branch translation contract list.

NOTE: If your business is not on the current contract list, individual translators who work for your business may apply under **Categories 1 or 2**.

Individual Applicants: CT DMV will include the name of the translation business you work for on the CT DMV Approved Translator List. Only an approved individual translator may translate documents for the DMV.

INSTRUCTIONS:

1. Fill out form completely.
2. Submit the following:
 - a) **Individual Translators (Category 1 & 2)** please submit the following along with this application:
 - Current resume showing education and professional translation experience.
 - **Two** samples of translations for **each** language (translation & original piece in foreign language). Please **remove** all Personally Identifiable Information ("PII").
 - b) **Translation Business (Category 3)** please submit the following along with this application:
 - Proof of current State of Connecticut Executive or Judicial Branch translation contract listing.
3. See Page 2 for additional information.

Contact information below will be listed on the DMV Approved Translator website list

CHECK ONE	<input type="checkbox"/> Initial Application	<input type="checkbox"/> Information Update	<input type="checkbox"/> Remove from CT DMV Approved Translator List
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TYPE OF TRANSLATOR (Check one that applies)	<input type="checkbox"/> Category 1 - Independent Individual Translator <input type="checkbox"/> Category 2 - Individual Translator (for-profit or not for-profit organization) <input type="checkbox"/> Category 3 - Translation Business (on current State of CT Executive or Judicial Branch translation contract list)
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BUSINESS NAME/INDIVIDUAL TRANSLATOR NAME (Last, First, Middle)		
BUSINESS AFFILIATION (Individual Translator)		
BUSINESS ADDRESS		
BUSINESS PHONE NUMBER ()	BUSINESS FAX NUMBER ()	BUSINESS E-MAIL ADDRESS

Language(s) qualified to translate into English (If Individual Translator)

* Add addendum IF needed

LANGUAGE	NUMBER YEARS TRANSLATING THE WRITTEN WORD FROM THIS LANGUAGE INTO ENGLISH
LANGUAGE	NUMBER YEARS TRANSLATING THE WRITTEN WORD FROM THIS LANGUAGE INTO ENGLISH
LANGUAGE	NUMBER YEARS TRANSLATING THE WRITTEN WORD FROM THIS LANGUAGE INTO ENGLISH

The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I understand that if I make a statement which I do not believe to be true, with the intent to mislead the Commissioner, I will be subject to prosecution under the above-cited laws.

SIGNATURE (Individual Translator/Business Principal) X	DATE SIGNED
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Signatures must be originals. Photocopies are not acceptable.

OFFICE USE ONLY

DATE APPLICATION RECEIVED	APPROVED TRANSLATOR NUMBER
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Connecticut Department of Motor Vehicles
Approved Translator List Requirements & Information

1. "Approved Translator" means the CT DMV will place your name and contact information on the Approved Translator List posted on the CT DMV website. The CT DMV will not offer your name to any customer for any reason; it will be listed with all other approved translators in alphabetical order.
2. The CT DMV Approved Translator List posted on the CT DMV website will contain your name and languages for which you claim fluency.
3. If your application is approved, you will be assigned an "Approved Translator Number." This number must be included in the self-certification on each document.
4. All documents you translate must be a complete, word-for-word translation to the best of your ability to do so within the constraints of the language being translated. Abstract translations will not be accepted.
5. All documents you translate must have the following or a similar self-certification message included:

I, [insert translator's full legal name], certify that the foregoing is a complete and accurate translation from [insert foreign language] to the English.

- *DMV Approved Translator Number:* _____
- *Type of document translated:* _____
- *Date of translation:* _____
- *Translation Business (if applicable)* _____
- *Translator's printed name and signature:* _____

6. **IMPORTANT: YOU MUST KEEP YOUR CONTACT INFORMATION CURRENT TO REMAIN ON THE LIST.** If your contact information changes, submit a new application with the "Information Update" box checked at the top. Your name will be removed from the list if customers and the DMV cannot contact you using the information you provided.
7. If you no longer wish to provide translation services or want to have your name and contact information removed from the website, submit a new application with the "Remove from CT DMV Approved Translator List" box checked at the top.