



Equal Justice Center DACA Clinic

VOLUNTEER TRANSLATOR GUIDELINES

Creating and Using Birth Certificate Templates on the USB Drives:

1. There are two folders on the flash drive:
 - a. Birth Certificate Templates (DO NOT MODIFY)
 - b. New Translations (save your new translations here)
2. Create a new document for each translation:
 - a. Find the template for the country and state needed
 - b. “**Save as**” a new document in the “**New Translations**” folder
 - c. **Name** the new document using the individual’s name and the country and state of birth
 - d. **Complete** the translation in the new document. **Review** your work.
 - e. **Print** the translation.
 - f. Fill out and sign the **Certificate of Translation**. Return all documents to the DACA applicant.
3. If you think one of the templates needs to change:
 - a. Please do NOT edit the template in the Birth Certificates Template folder.
 - b. Instead, “Save as” a new document in the “New Translations” folder
 - c. Name the new document: “Modified template – country – state” (Thank you!)

Translation Guidelines:

1. Do not translate biographical data – names, streets, etc.
 - a. Example: “Maria” should **NOT** be “Mary/Marie”
 - b. Example: “Calle 16 de Septiembre” should **NOT** be “16th of September Street”
2. Use official dictionary translation, instead of colloquial or dialectical (regional) terms.
3. Leave acronyms CURP/CRIP. Officials are familiar with these.
(fyi, Clave Única de Registro de Población = Unique Population Registry Code)
(fyi, Clave de Registro e Identificación Personal = Registry Code and Personal Identification)
4. Type [Illegible] for text you can not read. Type [Signature] where there is a signature. Type [Seal] where there is a seal. Type [Stamp] where there is a stamp.
5. Translate everything on the document. It is fine if the translation goes to a 2nd page.

Translation Resources:

1. The American Heritage Spanish Dictionary: http://education.yahoo.com/reference/dict_en_es/
2. Universidad de Granada: <http://eubd1.ugr.es/>
3. Google Translate: <http://translate.google.com/#en/es/>
4. Word Reference: <http://www.wordreference.com/>

Common Words and Phrases on Birth Certificates:

A mi cargo: under my care/in my custody
Acta de nacimiento: birth certificate
Ama de casa/Hogar: housewife
Anotación adicional: Additional annotation/note
Archivo: archive
Borradura: erasure/cross out
Certifico: I certify
Comparecido: person appearing/informant
Copia fiel y exacta: true and accurate copy
Costo de expedición: shipping charge
Datos del registrado: registrant's information
Del tenor siguiente: as follows/as per the following
Dirección General del Registro Civil: State Office of the Civil Registry
Domicilio: residence
Dorso/reverso: back (of document)
Doy fe: I swear
El infrascrito: the undersigned
En vigencia: in force/valid in
Enmendación: correction
Faja: label/title (often the volume number on the spine of the Book of Births)
Finado: deceased
Folio: page
Hará acreedor a la sanción correspondiente: will be subject to the corresponding penalty.
Hora: time (this is a.m. unless noted as military time; 13:00 = 1:00 p.m.)
Huella digital: fingerprint
Importe: charge/cost/amount
Leída la presente Acta fue ratificado por los intervinientes firmando de conformidad: That those present (participating) have read and confirmed the contents of this birth certificate and have signed accordingly.
Levantado por: established by/drawn up by
Libre y Soberano: Free and Sovereign
Libro: book
Manifiesta: declares/states
Municipio: municipality/town
Nulo e inválido: null and void
Número de expediente: file/record number
Oficial/Oficiala: officer/official
Originario de: native of
Parentesco: relationship

Persona distinta de los padres que presenta al registrado: Person other than the parents who is presenting the registrant/who is registering the child
Poder Ejecutivo: Executive Branch
Precio de emisión: issuance fee
Registrado vivo: registered alive
Rúbricas: Initials
Se encuentra asentada: is set forth
Se extiende la presente conforme a lo dispuesto por el artículo 00 del código civil: This [document] is issued in accordance with article 00 of the civil code
Sexo: Femenino/Masculino: Sex: Female/Male
Tachadura: strike through/correction
Testigo: witness
Tomo: volume
Trámite: transaction