

These Translations Instructions are from the following Immigration NZ document:

<https://www.immigration.govt.nz/documents/amendment-circulars/amendmentcircular201510.pdf>

If you have further questions please refer to the full document or contact [Immigration NZ](#) directly.

### A13.5 Translations

- a. Applicants must provide a certified translation for all documents not written in English which are provided in support of an application for a residence class visa.
- b. Applicants must provide a certified translation for all police certificates and medical certificates not written in English which are provided in support of an application for a temporary entry class visa **despite (d) below**.
- c. If requested by an immigration officer, applicants must provide a certified translation for any other documents not written in English and provided in support of an application for a temporary entry class visa.
- d. Immigration officers may translate documents **provided in support of temporary applications (other than police and medical certificates as per (b) above)** where they have the appropriate language skills.
- e. Translations must:
  - i. not be prepared by an applicant, any member of their family or an immigration adviser assisting with the application; and
  - ii. be accompanied by the original documents or certified copies, unless legible copies are acceptable under [A13.1](#); and
  - iii. be paid for by the applicant; and
  - iv. be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
  - v. bear the stamp or signature of the translator or translation business; and
  - vi. if applicable, be on the official letterhead of the translation business.
- f. Translations may be prepared by:
  - i. the Translation Service of the Department of Internal Affairs, or
  - ii. reputable people within the community who are known to translate documents accurately, with the exception of those listed in A13.5(e)(i) or
  - iii. embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal), or
  - iv. any other private or official translation business.
- g. An immigration officer may request a translation:
  - i. of the complete document where the translation is of a selected part(s) of the document, and/or
  - ii. by a different (specified) translation service where they are not satisfied by the initial translation.
- h. Where uncertified copies of original documents have been provided with translations, an immigration officer may request to see the original documents before making a decision on the application.

**Note:** If a translation by a different (specified) translation service is requested the reason(s) behind the request must be clearly documented and conveyed to the applicant by INZ.