

Milwaukee Certified Document Translation Checklist

Everything you need for a certified translation that USCIS, Wisconsin courts, schools, and employers accept the first time.

1 • GATHER YOUR DOCUMENTS

- ☐ **Clear scans or photos** of every page — including backs, stamps, and seals. Blurry images cause delays.
- ☐ **All pages, even blank-looking ones.** USCIS requires translation of everything on the document.
- ☐ **Consistent name spelling** matching your passport or green card — note any variations on older records.

2 • KNOW WHAT "CERTIFIED" MEANS

- ☐ A **signed Certificate of Accuracy** from the translation company on every translation — required by USCIS.
- ☐ **Word-for-word translation** — summaries are rejected. Stamps, seals, and handwritten notes are translated too.
- ☐ **Notarization** (only if your court, school, or agency asks) — available as an add-on.

3 • COMMON DOCUMENTS WE CERTIFY

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| ☐ Birth certificates | ☐ Medical & vaccination records |
| ☐ Marriage & divorce certificates | ☐ Police & court records |
| ☐ Passports & national IDs | ☐ Bank & financial statements |
| ☐ Academic diplomas & transcripts | ☐ Business & legal contracts |

4 • BEFORE YOU SUBMIT

- ☐ **Confirm the deadline** — standard delivery is fast, and a 24-hour rush option exists for filing deadlines.
- ☐ **Check the receiving agency's rules** (USCIS field office, Milwaukee County Courthouse, MATC/UWM admissions) for originals vs. copies.
- ☐ **Keep your certified copies together** — you will submit the translation and certification page as one packet.

LOCAL TIP

Filing at the USCIS office serving Milwaukee? Bring the original document, the certified translation, and the signed Certificate of Accuracy together. Bylyngo's downtown Milwaukee office at 342 N. Water Street has prepared USCIS-accepted translations since 2001.