

VETTING CHECKLIST · USE FOR ANY SERVICE

NOTARIZED TRANSLATION

Notarized Translation Verification Checklist

12 items to confirm before you order a notarized translation — from any vendor. Use this to vet a service before you pay, and again after the translation arrives to verify the deliverable will be accepted.

TRANSLATOR & CERTIFICATION

- 01 Service uses qualified translators with subject-matter experience
- 02 Service produces complete certification statements with translator contact info
- 03 Service includes descriptions of all seals, stamps, and marginal notes

NOTARY NETWORK & JURISDICTION

- 04 Notary network covers the jurisdiction where notarization will be witnessed
- 05 Notary commissions verified active before notarization
- 06 Online notarization availability confirmed where receiving authority allows it
- 07 In-person notarization availability confirmed where receiving authority requires it

SERVICE STANDARDS & ACCOUNTABILITY

- 08 Documented turnaround commitment with consequences if missed
- 09 Real customer reviews verifiable on third-party platforms

- 10 Error resolution policy specified before order placement

- 11 Volume pricing or business plans available for B2B clients

- 12 Encrypted file handling and signed NDAs covering all translators