



Translation Intake Form

(International & Notarization Disclosure Intake)

1. This Translation will be used for:

- USCIS
- Court Submission (U.S.)
- International Submission
- Apostille Procession
- Other _____

2. Notarization Requirement:

- This translation requires notarization of the Certificate of Accuracy.
- This translation does **NOT** require notarization.
- I am unsure if notarization is required.

Important Notice:

.If.notarization.is.required?the.translator.must.appear.before.a.Notary;. . . .Additional.fees.apply;

3. Apostille Disclosure:

- This document will require apostille certification
- Apostille services are not required.
- I am unsure if apostille services are required.

4. Client Acknowledgement:

Apostille processing requires notarization and additional processing time. Same-day apostille services are not available.

5. Deadline & Rush Policy:

Requested deadline: _____

- Standard processing (3-5 business days)
- Expedited (additional fees apply)



- Same-Day Request (subject to approval + rush fee)

6. Number of Pages being translated

7. Translation language

- English to Spanish
- Spanish to English

8. Client Responsibility Statement

By Signing below, I confirm that:

- I have disclosed whether notarization or apostille services are required.
- I understand additional fees apply for notarization and apostille coordination.
- I understand S.E.A. Legal Aid does not provide legal advice regarding document acceptance by foreign authorities.

Client Signature: _____

Printed Name: _____

Date: _____

“SEA LEGAL AID is not an attorney or law firm that is licensed to practice law in the State of Florida and may not give legal advice or accept fees for legal advice,”.