

Request for translation



Internal Affairs
Te Tari Taiwhenua

T100

Use this form to request a translation from the Department of Internal Affairs Translation Service. Do not use this form if your translation is for a New Zealand citizenship application. Translation is included in the citizenship application fee. Submit your untranslated documents with your citizenship application.

1. Your details

Name

Contact phone number

Contact email address

2. Details of your translation request

| Quantity | Language of the original document | Language you want the document translated to | Document type For example, birth certificate. |
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3. Your preferred spellings of names in document

If there are names on your document, write how you would like them to be translated. For example, how you would like the child and parents' names spelled on a birth certificate translation. 剣心 translates to Kenshin; Кирилл translates to Kirill; ਸਿਮਰਨਜੀਤ ਕੌਰ translates to Simranjeet Kaur.

4. Translation fee

We will contact you within 2 to 3 business days to provide a quote for your translation and take payment. We will call or email you using the contact details you have provided in question 1.

5. Delivery

Select a delivery method:

- ☐ I want an eTranslation emailed to the email address I provided in question 1. \$0
An eTranslation contains the same information as a hard copy translation.
You can print it if you need to.
- ☐ I want the translated document sent by courier to an NZ address and an eTranslation emailed to my email address from question 1. \$10

Delivery address

Complete this section if you selected courier delivery.

Street number and name

Suburb

Town or city

State or territory

Postcode

6. Additional instructions

Contact details

Website: www.translate.govt.nz

Email: translate@dia.govt.nz

Physical address:

Wellington: Level 2, 7 Waterloo Quay

Auckland: Building 2, 12-14 Nicholls Lane, Parnell

Christchurch: Level 1, BNZ Centre, 120 Hereford Street

Courier Address:

Translation Service
Department of Internal Affairs
Level 2, 7 Waterloo Quay
Wellington 6011

Postal Address:

Translation Service
PO Box 805
Wellington 6140