



**IRISH TRANSLATORS' & INTERPRETERS' ASSOCIATION**  
**CUMANN AISTRITHEOIRÍ AGUS ATEANGAIRÍ NA HÉIREANN**

Application form for the 2016 **ITIA Certified Legal Translator** examination  
**Closing date for applications: Friday, 28 October 2016, 5 pm (Irish time)**

Title (Mr/Mrs/Ms/Dr/other.): \_\_\_\_\_

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Professional Member of the ITIA since: \_\_\_\_\_

Language pair(s) for which the Application is being made (**Please note that any target language other than the mother tongue must be at 'near-native' level**).

Language pairs may only include those language pairs for which the Professional Member has been approved for Professional Membership of the ITIA.

A language pair must include either English or Irish.

Source \_\_\_\_\_ Target \_\_\_\_\_

Source \_\_\_\_\_ Target \_\_\_\_\_

I wish to be included in the panel of ITIA Certified Legal Translators Yes \_\_\_\_\_ No \_\_\_\_\_

**All applications MUST be accompanied by:**

1. A full CV
  2. Proof of 5 years' professional experience as a translator.
  3. **One** character and **one** professional reference in original.
  4. A signed copy of the ITIA Code of Practice and Professional Ethics declaration (see ITIA website).
  5. Administration fee of €20 (**non-refundable**) [ enclosed or  paid by bank transfer/paypal]
- The ITIA reserves the right to request the submission of proof of qualifications.

**Please read page two of this application carefully.**

I declare that the information given above is correct and I vouch for the authenticity of any documentation attached (references, certificates, etc).

I hereby apply to take the examination to become an ITIA Certified Legal Translator.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and I accept the procedure as set out in the document ITIA Certified Legal Translator Application Procedure 2016.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this application form and any relevant documentation and the admin fee to arrive no later than **5 pm, 28 October 2016 by post AND email to:**

**The Secretary**  
**Certification Sub-Committee**  
Irish Translators' & Interpreters' Association  
Irish Writers' Centre  
19 Parnell Square, DUBLIN 1  
T: +353-87-6738386  
**and:**  
E: [admin.itia@gmail.com](mailto:admin.itia@gmail.com)



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**Application to take the ITIA Certified Legal Translator examination 2016**

**IMPORTANT INFORMATION**

1. Only complete applications from current, fully-paid up Professional Members of the ITIA will be considered.
2. Each application must be submitted by post and by email.
3. Late applications will not be considered.
4. The administration fee of €20 can be paid by bank transfer or paypal. For details, please see the ITIA website at: <http://translatorsassociation.ie/content/view/34/59/>. Please include the following reference with your payment: "your surname + CT".
5. Receipt of your application and administration fee will be acknowledged by email.
6. Supporting documents submitted with applications will **not** be returned by the Certification Sub-Committee. Please do not include originals. However, the Certification sub-committee may ask to see the originals before making a final decision on an application.
7. You will be notified by the ITIA Certification sub-committee as to whether you have been approved to take the examination not.
8. The ITIA Certified Legal Translator examination will take place between 17 and 19 November 2016. Candidates will receive their exam texts by email by midday on Thursday, 17 November and must return their translations by 5pm on Saturday, 19 November.
9. The deliberations of the Certification Sub-Committee are confidential and all translations scripts are assessed anonymously.
10. Please do not include the fee for **assessment** with this application. The fee for **assessment** should only be submitted **after notification that the applicant has been approved to take the examination**.

The ITIA reserves the right to amend any aspect of this Certification procedure.

ITIA Certification Sub-Committee  
October 2016