

TRANSLATOR AND APPLICANT INSTRUCTIONS

1. Please use the following Statutory Declaration Form to provide this Office with an original English (or French) translation of all required documentation that is in a language other than English or French.
2. A translation must be made of **each** page (front and back) of all documents. Pages that are blank or contain no entries must be clearly identified in the translation (by the translator) as having no entries or notations, or as being a blank page not intended for the entry of information.
3. Please note that this office **DOES NOT ACCEPT TRANSLATIONS** performed by an applicant or any person acting as a translator who also is the legal or common-law spouse of the applicant.
4. You will need one Statutory Declaration Form for **each** original translation of a document that you have been requested to provide or that you wish to submit in support of your application for teaching authority.
5. Two signatures are required on the form. The Notary Public or Commissioner for Oaths is to sign on the lower left side, below the date. The blank line to the right is intended for the translator's signature.
6. If you do not currently reside in the province of Alberta, but live in Canada, and will be submitting a statutory declaration, please provide the attached statutory declaration form to the Commissioner for Oaths or Notary Public where you reside to use as a template.
7. If you currently reside outside Canada and will be submitting a statutory declaration, please provide the attached statutory declaration form **to a Notary Public** where you reside to use as a template.

Under section 131 of Canada's Criminal Code, all persons making a false declaration are punishable by up to 14 years imprisonment.

Mailing address: Teaching and Leadership Excellence Sector
 2nd Floor Capital Boulevard
 10044 108 Street
 Edmonton AB T5J 5E6

For presenting your document(s) in person our office hours are: 8:15 a.m. – 4:30 p.m.

Reference Number: _____



Statutory Declaration

CANADA)	In the Matter of the Application for
PROVINCE OF ALBERTA)	Provincial Teacher Certification
)	made by _____
)	to the Government of Alberta
TO WIT)	Department of Education

I, _____, of _____ in the Province of Alberta, in the Country of Canada do solemnly declare as follows:

1. *(Please cross out the clause that does not apply):*

I am not related to the Applicant, _____

OR

I am related to the Applicant, _____, by virtue of the following relationship: _____

2. I have known the Applicant, _____, for _____ year(s) and _____ month(s).

3. I can read, write and speak both English and _____ languages fluently and I am competent to translate documents from either language to the other.

4. I have carefully examined *(please cross out the clause that does not apply):*

the original document(s), *(name of document)* _____

OR

a document(s) which is a photocopy of the original document(s), that is/are written in the _____ language and which purport(s) to be the: *(name of document)*

_____ and is/are marked and attached as Exhibit "A" to this my Statutory Declaration.

5. That marked and attached as Exhibit “B” to this my Statutory Declaration, is/are an accurate, page-by-page, original English translation of Exhibit “A”, which is marked and attached to this my Statutory Declaration.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____)
_____ of _____)
in the Province of Alberta, this _____)
_____ day of _____ 20 _____) _____
_____) _____
_____) _____

A Commissioner for Oaths/ Notary Public
For the Province of Alberta

Commissioner Appointment Expires: _____

PLEASE NOTE –

·This statutory declaration must be sworn in front of a Commissioner for Oaths or a Notary Public if completed in Canada

·This statutory declaration must be sworn in front of a Notary Public or the Consul and/or the Vice Consul of a Canadian Consulate if completed outside Canada.