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.