

# CERTIFIED TRANSLATIONS

## DO YOU NEED A CERTIFIED TRANSLATION OF OFFICIAL DOCUMENTS?

Translations of official documents for official bodies, state institutions, education institutes etc. must be certified, for example:

- Birth certificates, acknowledgements of paternity,
- Marriage certificates, partnership registration certificates
- Certificates of marital status, divorce decrees,
- Residency certificates
- Death certificates, wills
- Certificates of inheritance, inventories of inheritance
- Extracts from the criminal records register
- Driving licences, vehicle registration certificates
- Passports, visas, immigration applications to a foreign embassy
- Diplomas, certificates, certificates of competence



Please note that civil status certificates should generally not be more than 6 months old. There are differences and special regulations between countries. To avoid any unnecessary expense, we recommend enquiring with the responsible registration office.

The translation of documents issued abroad and intended for an authority in Switzerland are certified by us to confirm that the translation corresponds to the original. Notarisation is generally not necessary.

Documents issued in Switzerland and intended for foreign authorities must also be authenticated by a notary and feature the apostille. This applies to both the original (or the notarised copy, i. e. of a passport or diploma) and the translation. In the canton of Bern, the apostille is issued by the State Chancellery of the Canton of Bern ([Office for Government Support and Political Rights](#)). We are happy to do this for you. The service is free. You will only be charged for the actual costs of the notary and State Chancellery. Please note: For the apostillisation of your document, we require the original or else the notarised copy, e.g. in the case of diplomas or identity cards.



### What does a certified translation cost?

The cost for legal translation is approx. CHF 100/page, including our certification, plus the cost for the apostilles. The price is calculated according to the time taken. The length of the text, legibility (deciphering hand-written documents takes significantly longer) and language combination all have an impact (rare languages and non-Latin script languages are more expensive). An express surcharge is imposed on urgent jobs – 24-hour service.

Would you like a more accurate price indication? Then simply request a non-binding quote. You can send us a copy of the text by post or send a digital version by email (colour PDF file). Please ensure the text is easily legible, including any stamps/seals. Your documents will be treated with the utmost confidentiality; as translators we are subject to a duty of discretion. (See Data Protection Declaration). The translation will be produced following confirmation of your order.

### Terms of payment:

Payment is due upon delivery. The amount can be paid in cash or via TWINT, on delivery of the translation, or in advance to our account.

For larger orders, a down payment must be made upon confirmation of the order.



**BERGMANN TEAM**  
**LANGUAGE SERVICES**  
2502 Biel/Bienne

☎ 032 323 22 66  
✉ [translations@bergmann-team.ch](mailto:translations@bergmann-team.ch)  
[www.bergmann-team.ch](http://www.bergmann-team.ch)