

# MVD Procedural Quick Update

#110

**RE: Translations**  
**Effective date: Immediate**

Date: March 17, 2010  
To: All MVD  
From: Mac Lewis, MVD Policy and Procedures Manager

*[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]*

**Whenever it is required that a foreign-language document be translated into English, the translation must be certified by the translator as a full and complete translation of the document.**

MVD agents may not accept any document in a language other than English without a full and complete translation that is certified as such by the translator.

Even though the agent, or someone in the MVD field office, may be able to read and understand the document (as will often be the case if the document is in Spanish), that does not mean that someone else who may subsequently need to review the document (e.g. TFID or Compliance Unit staff) will have that ability.

Some questions and answers (Q&A) may be helpful:

Q: Does the translator need to have any specific credentials as a translator?

A: No, but the translator should provide his or her printed name and contact information as well as a signed statement certifying that the translation is a full and complete translation of the document submitted.

Q: If the translation also has to be notarized, can the translator and the notary be the same person?

A: No. According to the Secretary of State's Office, "Notaries should not notarize documents on which they are a signer or in which they are named."

Q: What constitutes a "full and complete" translation?

A: The presence and location of any seals should be noted, as should all signatures, but the seals themselves need not be translated. **All** other language must be translated. An "abstract" or "abstract translation" is not a full and complete translation and cannot be accepted.

Q: If we know one or more good translators can we refer customers to them for translations?

A: No. Field offices are not permitted to advertise or give customers referrals for services provided by third-party individuals or organizations. (Please refer to PQU#19, Field Office Advertising and Referrals.)

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Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to [mac.lewis@state.nm.us](mailto:mac.lewis@state.nm.us). Others are encouraged to direct comments or questions directly to Mac Lewis.

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