



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

**Application form for the 2023 ITIA Certified Legal Translator examination**  
**Closing date for applications: 5 pm (Irish time), Friday, 13 October 2023**

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

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

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

Relevant qualification(s) \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

**All applications MUST be accompanied by:**

1. A full CV
2. Proof of payment of administration fee of €35 (non-refundable)
3. One character and one professional reference in original.
4. A copy of relevant qualification(s)

**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 submitted (references, certificates, etc.).

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

I have read and I accept the procedure as set out in the document ITIA Certified Legal Translator Application Procedure 2023.

I am available to attend the Certification webinar on 19 October 2023 (3.30 to 5.30 pm).

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

Please submit a scanned copy of this application form and of all relevant documentation, and proof of payment of the administration fee by email to [info@translatorsassociation.ie](mailto:info@translatorsassociation.ie) to arrive no later than **5 pm, (Irish time) on 13 October 2023.**

All queries should be addressed to:

[certification@translatorsassociation.ie](mailto:certification@translatorsassociation.ie)



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**Application to take the ITIA Certified Legal Translator examination 2023**

**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 email.
3. Late applications will **not** be considered.
4. The administration fee of **€35** can be paid by bank transfer. Payment by PayPal is currently not possible. For details, please see the ITIA website at: <https://www.translatorsassociation.ie/en/itia-membership-fees/>. Please include the following reference with your payment: "your surname + CLT".
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. 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 or not.
8. Applicants who do not attend the certification workshop will not be permitted to take the exam.
9. The ITIA Certified Legal Translator examination will take place on **9/10 November 2023**. Candidates will receive their exam texts by email by **2pm (Irish time) on Thursday, 9 November** and must return their translations by email by **11 am (Irish time) on Friday, 10 November**.
10. The deliberations of the Certification Sub-Committee are confidential, and all translation scripts are assessed anonymously.
11. Please do not include the examination fee with this application. The examination fee should only be submitted after notification that the applicant has been approved to take the examination.

The ITIA Certification Sub-Committee reserves the right to modify, delete or add to any aspect of the ITIA Certification procedure.

The ITIA Certification Sub-Committee further reserves the right not to approve an application to take the examination for ITIA Certified Legal Translator status.

ITIA Certification Sub-Committee  
September 2023