



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

Application form for the **2021 ITIA Certified Legal Translator** examination  
**Closing date for applications: 5 pm (Irish time), Friday, 8<sup>th</sup> October 2021**

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

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

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

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

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

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

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

Fax: \_\_\_\_\_

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 attached (references, certificates, etc.).

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

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

I have read and I accept the procedure as set out in the document ITIA Certified Legal Translator Application Procedure 2021.

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 8 October 2021.**

All queries should be addressed by email to:

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



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**Application to take the ITIA Certified Legal Translator examination 2021**

**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 the ITIA bank details, please see the ITIA website at: <https://www.translatorsassociation.ie/en/itia-membership-fees/>. Please include the following reference with your payment: "CT + your ITIA membership number + your surname".
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. The ITIA Certified Legal Translator examination will take place on **11 and 12 November, 2021**. Candidates will receive their exam texts by email by **2pm (Irish time) on Thursday, 11 November** and must return their translations by email by **11 am (Irish time) on Friday, 12 November**.
9. The deliberations of the Certification Sub-Committee are confidential and all translation scripts are assessed anonymously.
10. 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 reserves the right to amend any aspect of this Certification procedure.

ITIA Certification Sub-Committee