

# Request for translation



Te Tari Taiwhenua  
Internal Affairs

T100

Use this form to request a translation from the Department of Internal Affairs Translation Service. Do not use this form if your translation is for a New Zealand citizenship application. Translation is included in the citizenship application fee. Submit your untranslated documents with your citizenship application.

## 1. Your details

Name

Contact phone number

Contact email address

## 2. Details of your translation request

Quantity	Language of the original document	Language you want the document translated to	Document type For example, birth certificate.

## 3. Your preferred spellings of names in document

If there are names on your document, write how you would like them to be translated. For example, how you would like the child and parents' names spelled on a birth certificate translation. 剣心 translates to Kenshin; Кирилл translates to Kirill; ਸਿਮਰਨਜੀਤ ਕੌਰ translates to Simranjeet Kaur.

## 4. Translation fee

We will contact you within 2 to 3 business days to provide a quote for your translation and take payment. We will call or email you using the contact details you have provided in question 1.

## 5. Delivery

### Select a delivery method:

- ☐ I want an eTranslation emailed to the email address I provided in question 1. \$0  
An eTranslation contains the same information as a hard copy translation.  
You can print it if you need to.
- ☐ I want the translated document sent by courier to an NZ address and an eTranslation emailed to my email address from question 1. \$10

### Delivery address

Complete this section if you selected courier delivery.

Street number and name

Suburb

Town or city

State or territory

Postcode

## 6. Additional instructions

### Contact details

**Website:** [www.translate.govt.nz](http://www.translate.govt.nz)

**Email:** [translate@dia.govt.nz](mailto:translate@dia.govt.nz)

#### Physical address:

Wellington: Level 2, 7 Waterloo Quay

Auckland: Building 2, 12-14 Nicholls Lane, Parnell

Christchurch: Level 1, BNZ Centre, 120 Hereford Street

#### Courier Address:

Translation Service  
Department of Internal Affairs  
Level 2, 7 Waterloo Quay  
Wellington 6011

#### Postal Address:

Translation Service  
PO Box 805  
Wellington 6140