



MAIL COMPLETED APPLICATION TO:
555 Wright Way, Carson City, NV 89711

Reno/Sparks/Carson City (775) 684-4DMV (4368)
Las Vegas Area (702) 486-4DMV (4368)
Rural Nevada (877) 368-7828
Website: www.dmvnv.com

APPLICATION FOR DMV APPROVED TRANSLATOR STATUS

Initial Application Information Update Remove from Website

Check a box for each contact item you wish listed on the DMV Approved Translator website list

Full Legal Name Last First Middle
Business Affiliation, if any
Address Street or PO Box Apt. # City State Zip
Phone ( ) Email Address
NV areas where I will provide translation services

Language(s) I am qualified to translate into English

Language # Years translating the written word from this language into English
Language # Years translating the written word from this language into English

Experience (check all that apply)

Completed translation course, program and/or examination Date course or exam was completed
Performed written translation from this language into English for company or organization
Other

Complete the following information for each box checked above (attach additional pages, if necessary)

Name of Company, School or Organization
Address of Organization Street or PO Box City State Zip
Name of Authorizing Organization Official
Phone # of Official ( ) (PRINTED)

Affirmations

- 1. I affirm that I am fully competent to translate the written word from the above-noted language(s) into English and that I am proficient in English and each of the languages specified.
2. I affirm that I will make a true, word-for-word translation of written statements into the language for which I have been appointed, to the best of my ability.
3. I understand that I cannot provide translation services for family members, including but not limited to a blood relation or a relative related by marriage.
4. I affirm that I will not sell or transfer the words, questions, answers or statements contained in the documents provided to me or in a translated document to any person.
5. I understand that it is a Category E felony for any person to fraudulently obtain a driver's license or commit fraud in any such application (NRS 483.530) and that the application process may be terminated if there is good cause to believe fraud appears to have been committed.
6. By signing below, I authorize the DMV to place my name and contact information on its Approved Translators list on the DMV website. I understand that placing my name on the DMV website as an approved translator is for informational purposes only and does not guarantee I will be chosen for translation. I understand that the DMV assumes no liability for the actions of individuals who obtain my name from the DMV website list. I hold the DMV harmless in any and all actions resulting from publishing my name on such list.
7. I understand that the DMV does not specifically endorse, recommend, promote, or certify any of the individuals listed. I further understand I am prohibited from using such statements to advertise or promote my translation services.
8. I understand that if I submit a document as "translated" which is deemed to not accurately reflect the contents of the document or if I violate the terms of this agreement in any other manner, my name may be subject to removal from the DMV website list.
9. By signing below, I affirm I have read and understand the requirements/information on Page 2 of this application.

Signature of Translator/Affiant Date

DMV-502 (11/2013) Signatures must be originals. Photocopies are not acceptable.

Office Use Only

Date Application Rec'd
Approved Translator #

Nevada Department of Motor Vehicles  
Approved Translator List Requirements & Information

1. Only individuals will be approved. If your services are associated with a business, you may include the business name in your contact information on this application.
2. The “Application for DMV Approved Translator Status” must be filled out completely. Incomplete applications will not be considered.
3. You may attach documentation of your experience as a translator with this application. You may provide proof from a company, school, religious organization or governmental agency as having successfully completed a course, examination or program in translation of the specified language to the English language.
4. “Approved Translator” means the DMV will place your name and contact information on a list of translators on the DMV website. The DMV will not offer your name to anyone for any reason; it will be listed with all other approved translators in alphabetical order.
5. The DMV website translator list will contain your name and languages for which you claim fluency. You must choose whether to include your address, email address, phone number and/or areas you will serve by checking the appropriate boxes on the front of this application.
6. When approved to be on the DMV translator list, you will be assigned an “Approved Translator Number.” This number must be included next to your signature on the official translation of each document.
7. All documents you translate must be a complete, word-for-word translation to the best of your ability to do so within the constraints of the language being translated. Abstract translations will not be accepted.
8. All documents you translate must have the following included at the end (must be typed or electronically printed on the same page as the translation, not on a separate piece of paper):

*I, [insert translator's full legal name], certify that the foregoing is a complete and accurate translation from [insert foreign language] to the English language to the best of my ability. I further certify that I am fully competent to translate from [insert foreign language] into the English language and that I am proficient in both languages.*

- *DMV Approved Translator Number* \_\_\_\_\_
- *Date of translation*
- *Translator's printed name and signature*

9. You are responsible to ensure your contact information on the website is correct. If you see that your contact information on the website is not correct, email [dfierro@dmv.nv.gov](mailto:dfierro@dmv.nv.gov) to have the information corrected. If the website information does not match what you submitted on your Application for DMV Approved Translator Status, the website error will be corrected. If your application contained incorrect information, you need to submit a new application with the “Information Update” box checked at the top.
10. IMPORTANT: YOU MUST KEEP YOUR CONTACT INFORMATION CURRENT TO REMAIN ON THE LIST. If your contact information changes, submit a new application with the “Information Update” box checked at the top. Your name will be removed from the list if customers and the DMV cannot contact you using the information you provided.
11. If you no longer wish to provide translation services or want to have your name and contact information removed from the website, submit a new application with the “Remove from Website” box checked at the top.