

Commonwealth of Puerto Rico
GENERAL COURT OF JUSTICE
Supreme Court of Puerto Rico

APPLICATION FOR CERTIFIED TRANSLATIONS OF JUDGMENTS, RESOLUTIONS, AND ORDERS

Instructions:

- In order to request the services of the Bureau of Translations, you must obtain a certified copy of the order, resolution, or judgment issued by the Court of First Instance.
- Our services are limited by law to the English translation of documents issued by the Court of First Instance for use by an interested party in actions and matters in state or federal court or agencies within Puerto Rico or aboard.
- **Translation Fees.** First page of the document: \$ 25.00. Additional pages: \$ 5.00. Certification: \$ 5.00. If our offices had translated the requested document previously and you are interested in obtaining a copy of such translation, the following rates to be paid in internal revenue stamps apply. First page of the Spanish document: \$ 6.00. Additional pages: \$ 0.60. Certification: \$ 1.00.
- Applications filed without the proper fees paid in internal revenue stamps (code 5120) will not be processed.
- Submit this application together with the certified copy of the document to be translated and the internal revenue stamps to the Bureau of Translations, located at the Supreme Court of Puerto Rico, Ave. Ponce de León #8 (within the grounds of Luis Muñoz Rivera Park). You may also mail your application to: NEGOCIADO DE TRADUCCIONES / BUREAU OF TRANSLATIONS, PO BOX 9022392 SAN JUAN, PR 00902-2392.
- For more information, you may contact our offices at (787) 723-6033, ext. 2091 and 2066, or send us an email to: traducciones@poderjudicial.pr.

PART I. APPLICANT'S INFORMATION

Applicant's Name: _____

Is your name mentioned in the document to be translated? Yes No

(Explain your interest in the document:) _____

Phone Number: _____

Email: _____

Check the boxes that apply, if any:

- Veteran (*attach DD 214 Form*)
 Indigent litigant or proceeding *in forma pauperis* (*attach the applicable court ruling*)
 Governmental department (*provide the name of the agency*): _____

What will the translation be used for?

- Proceedings in federal or state court
 Matters before a state or federal agency
 Employment
 Official Use
 Other (*explain*): _____

PART II. DOCUMENT IDENTIFICATION AND APPLICATION FOR TRANSLATION

Document Type: Order (number included: ___) Judgment (number included: ___)
 Resolution (number included: ___) Other: _____

Case Number: _____ Date (m/d/y): _____

Parties to the Case: _____

Issuing Court: _____

I request:

- a certified translation of the document described above.
 a certified copy of a translation that was previously translated by the Bureau of Translations.
Provide an approximate date when the requested document was translated: _____
(m/d/y)

PART III. DELIVERY INSTRUCTIONS (*check only one*)

- I will personally collect the document at the office of the Bureau of Translations.
- I will send an authorized person to collect the document at the office of the Bureau of Translations.
- Please send the translation by regular mail to the following mailing address:

PART IV. ATTACHMENTS

This application includes the following documents:

- Certified copy of the court order, judgment, or resolution:
 Total number of pages: _____
- Internal revenue stamps for the translation:
 Number of stamps: _____ for the amount of \$ _____
 I waive any amounts in internal revenue stamps paid in excess.
- Internal revenue stamps for the certification:
 Number of stamps: _____ for the amount of \$ _____
 I waive any amounts in internal revenue stamps paid in excess.

Other, specify: _____

 Applicant's Signature

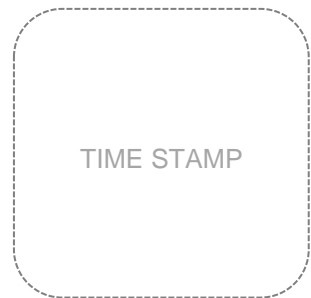
 Date of Application: (m/d/y)

PART V. FOR INTERNAL USE BY THE BUREAU OF TRANSLATIONS

- Subject to Payment of Fees Fee Free

I received the following amounts in internal revenue stamps:

Identification Number	Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$



IN EXCESS: \$ _____

Received by:

 Bilingual Office Technician Name

 Bilingual Office Technician Signature

Sent by regular mail (*date m/d/y*): _____

Delivered personally (*date m/d/y*): _____

To (*name of the person to whom the document was delivered*): _____

Relation to applicant: _____