**Translation Certification Letter**

**[Name of Language] Consent Document**

***DIRECTIONS FOR USE OF THIS TEMPLATE:***

* *Replace bracketed items in the document, such as “[name of language]” with the requested information.*
* *Instructions in red font should be replaced or deleted.*
* *The title of the translated document should be the title of the document, not the filename, e.g., “Spanish Consent Document Template”.*

[Date]

To Whom it May Concern:

The translated document listed below is an accurate [name of language] interpretation of the English version listed below. Both documents are also attached for review.

* **Title of Translated Document**: [Title of translated document, not filename, e.g., “Spanish Consent Document”]
* **Version Date of Translated Document:** [Version date used by the study team for document tracking]
* **Version of English Source Document**: [Version date used by the study team for document tracking;]

I am a [describe translator’s qualifications, e.g., certified translator, native speaker, etc.], and assure the University of Utah Institutional Review Board that that this translation is accurate to the best of my knowledge.

I [am not/am] affiliated with the study team. [If affiliated with the study team, please include description of affiliation]

If you have any questions, please contact me using the information below:

[Add translator’s professional contact information]

Sincerely,

Signature Block #1 for electronically signed version:

This is a representation of an electronic record that was signed electronically, and this section is the manifestation of the electronic signature.

/s/

[Name of translator]

[Professional title or affiliation of translator]

[Date of certification]

Signature Block #2 for physically signed version:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Translator’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Translator’s Professional Title or Affiliation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Translator’s Signature Date