



## SPECIAL TRANSLATIONS

All documents that are translated by a non-sworn translator are called “special translations”. In Lima, there is still no sworn or official-translator from Dutch/Flemish to Spanish or vice versa. For this reason, the translations we do at El Tulipán are special translations that need to follow some additional steps in order to be accepted as official use in Peru.

El Tulipán	1.	Document translation ( <b>certificates, among others</b> ).
	2.	Drafting an <b>affidavit</b> .
	3.	Signature of the special, <b>non-sworn</b> translator.
	4.	Legalization of the signature of the special translator, not sworn at a <b>notary</b> .
Requestor of the translation	5.	<p>Legalizing the signature of the notary in the <b>Colegio de Notarios del Perú</b> (<i>College of Notaries of Peru</i>).</p> <p><b>DETAILS OF THE COLEGIO DE NOTARIOS DE LIMA</b>  <b>Address:</b> Avenida Giuseppe Garibaldi (before: Av. Gregorio Escobedo) 339 - 343, Jesús María.  <b>Ref:</b> In front of de Cámara de Comercio de Lima.  <b>Opening hours:</b> Monday to Friday from 9 to 5pm, Saturday from 9 to 1pm.  <b>Telephone:</b> 014610016 – 012619647  <b>Web:</b> <a href="http://www.notarios.org.pe">www.notarios.org.pe</a>  <b>Estimated procedural costs:</b> 30 soles (per the signature of the president of the College of Notaries of Peru).  <b>Estimated procedural time:</b> 48 hours.</p>
	6.	<p>Registration of the document as a special translation at the Translators Surveillance Board (Junta de Vigilancia de los Traductores) of the Ministry of Foreign Affairs (Ministerio de Relaciones Exteriores).</p> <p>The following documents must be submitted here:</p> <ul style="list-style-type: none"> <li>- The original of the <b>affidavit</b>.</li> <li>- A copy of the translation of the original document.</li> <li>- A copy of the passport, DNI or carnet de extranjería.</li> </ul> <p><b>DETAILS OF THE JUNTA DE VIGILANCIA DE LOS TRADUCTORES</b>  <b>Address:</b> Jirón Lampa 545 next to the Ministry of Foreign Affairs.  <b>Telephone:</b> 012042400 extension4559.</p>
	7.	<p>Legalization of the signature of the president of the Translators Surveillance Board at the Ministry of Foreign Affairs.</p> <p><b>Estimated costs:</b> 31 soles for every signature of the President of the Translators Surveillance Board.</p>
		<b>After this step, the translation is ready for official use.</b>