

# CHECKLIST FOR TRANSLATOR AUTHORIZATION

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FO and PC managers are responsible for identifying personnel who have foreign language skills and are willing to serve as translators. The following checklist will assist you in determining whether the selection criteria are met for a translator.

Note: The checklist is for your use and does not need to be submitted to the Regional Office/Director of PSC Operations or RC designee. Only the SSA-1014 must be submitted.

1. Was the employee hired from the bi-lingual register?     Yes     No  
If yes, STOP. Assume these employees have the qualifications necessary to serve as a translator. Form SSA-1014 must still be presented to the RO/PSC for approval. (See [GN 00301.345B](#).)
  
2. Are all of the following criteria met?     Yes     No  
If yes, continue recommendation process by submitting the SSA-1014 and documentation to the RO/PSC. If no, ensure all the criteria are met before submitting a recommendation. EXCEPTION: If all of the criteria are met except item c. below, and the manager believes the candidate has sufficient experience and ability to serve as a translator, the manager may still recommend that the candidate be accepted as an authorized SSA translator. The manager's written recommendation must be supported by convincing rationale.
  - (a) Able to read, write and/or demonstrate fluency in the foreign language.
  - (b) Able to translate verbatim with occasional aid of a dictionary.
  - (c) Had 2 years of formal instruction in the language within the past 5 years, or  
Served as a translator in that language for other organizations, or  
Has native language ability (e.g., reared in a bilingual home).
  - (d) Is familiar with documents in the foreign language which are commonly presented to SSA, or if not familiar with them, sample documents will be made available to candidate (e.g., copies of translations provided by other SSA translators).
  - (e) Has completed (or will complete before acceptance) training or testing considered appropriate by FO or PC manager. Examples include:
    - National and/or regional training on evaluation of evidence or foreign-language documents;
    - Peer reviews of the candidate's translation of documents conducted by an authorized SSA translator in the region or in TPWU.

## **COMPLETION OF THE SSA-1014**

1. Complete two copies (one if submitting electronically) of Form SSA-1014 (Official Translator's Signature Card) specifying candidate's qualifications as met above, ensuring criteria in (a) – (e) are well documented.
2. When (c) is not met, add the manager's written recommendation supported by convincing rationale.
3. Both FO manager and candidate sign or electronically sign forms (/s/), then mail/email to RO/PSC component.

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**SOCIAL SECURITY ADMINISTRATION**

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**OFFICIAL TRANSLATOR SIGNATURE CARD**

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**Signature of employee authorized to act as official translator of claims applications and supporting documents under the Social Security Act.**

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**NAME**

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**OFFICE**

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**LANGUAGE**

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*/s/ or SIGNATURE (translator)*

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**Form SSA-1014 (3-95) Destroy Prior Additions**

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**I certify that the signature above is the signature of an employee who is authorized to act as an official translator.**

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*/s/ or SIGNATURE (FO MANAGER)*

**TITLE**

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*/s/ or SIGNATURE APPROVED (RO/PC DESIGNEE)*

**DATE**

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**STATEMENT OF QUALIFICATIONS**

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