

Filing Guidance

Foreign Language Document

When submitting a foreign language document for filing and/or approval to the Department, a few additional requirements must be satisfied in addition to the standard submission prerequisites. Any foreign language document submission must contain:

- a foreign language translation certificate attesting that the contents of the foreign language document are a true and accurate translation of the English version of the previously approved and or filed document; and
- a listing of the state filing number, filing date and form number of the previously filed and/or approved English version of the foreign language document submitted for filing and/or approval.

A failure to comply with either of these additional submission requirements will result in the Department rejecting the submission as not being complete.