Translating a Foreign Birth Certificate

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Translating a Foreign Birth Certificate

If you have a foreign birth certificate and you don't know how to interpret the identity data on the page, try using the translator in WORD. Find the labels printed under the blanks that are filled out for the newborn. Typically, you will see something like:

DOS DE MAYO DE 1997

FECHA DE NACIMENTO

1. Open a WORD document. Copy the words or labels you want to translate from the birth certificate and paste them into the WORD document or type them into a WORD document.
2. Highlight any word on your list and right click.
3. Scroll down the list and click on **Translate**.
4. Click on **Translate** again.
5. In the **Translation** box, select the language of origin in the **From** dropdown. If you don't know and the parent or child is standing there, ask them to point it out. Select English in the **To** dropdown.
6. Click on the green right arrow to translate.
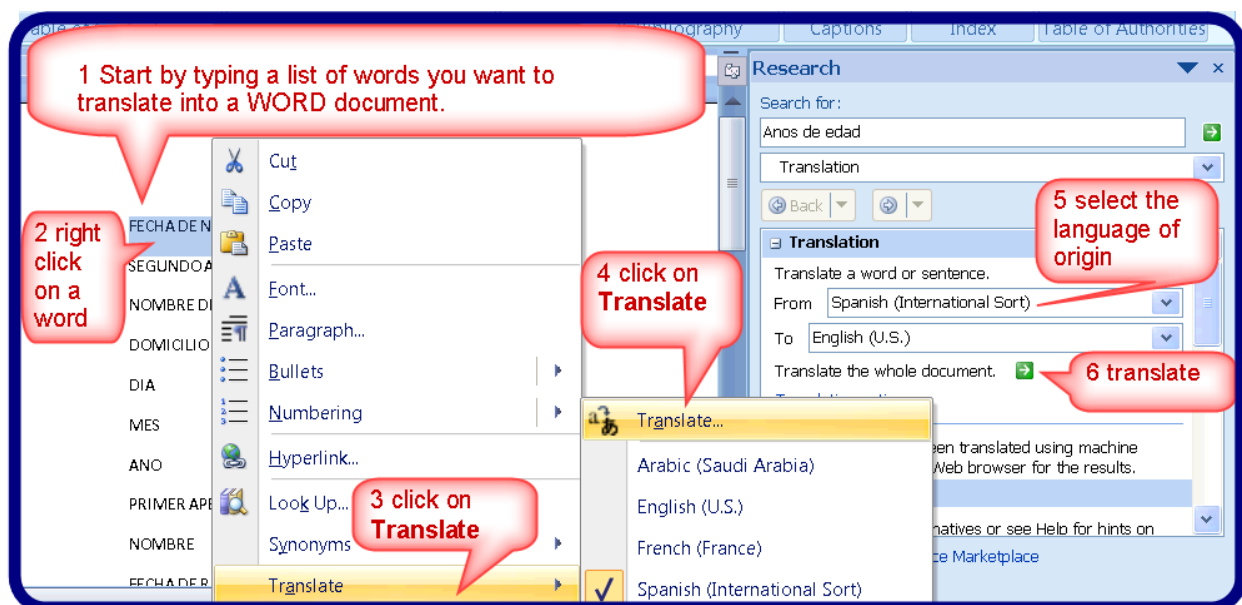
Microsoft will ask if you want to send the document for translation over the Internet to microsofttranslator.com. This is an unencrypted website so please don't send names with the birth date. Click Yes.
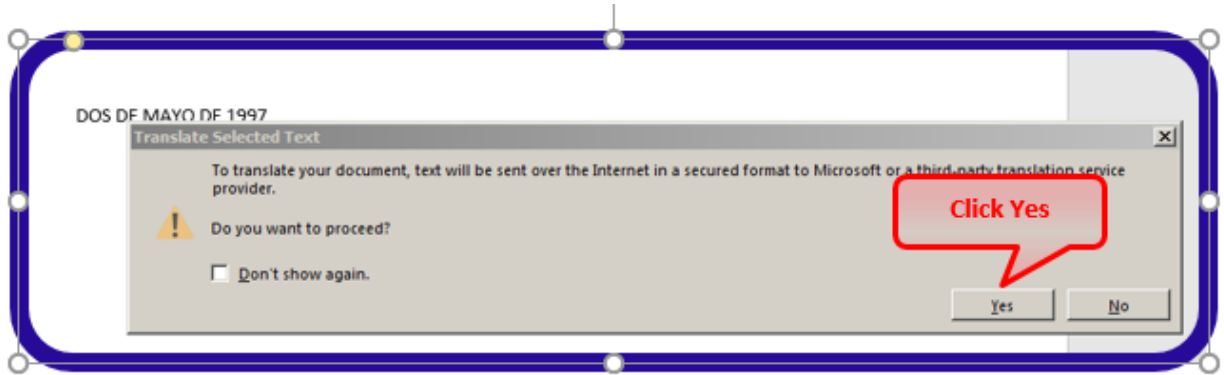
The translated list will look like this:
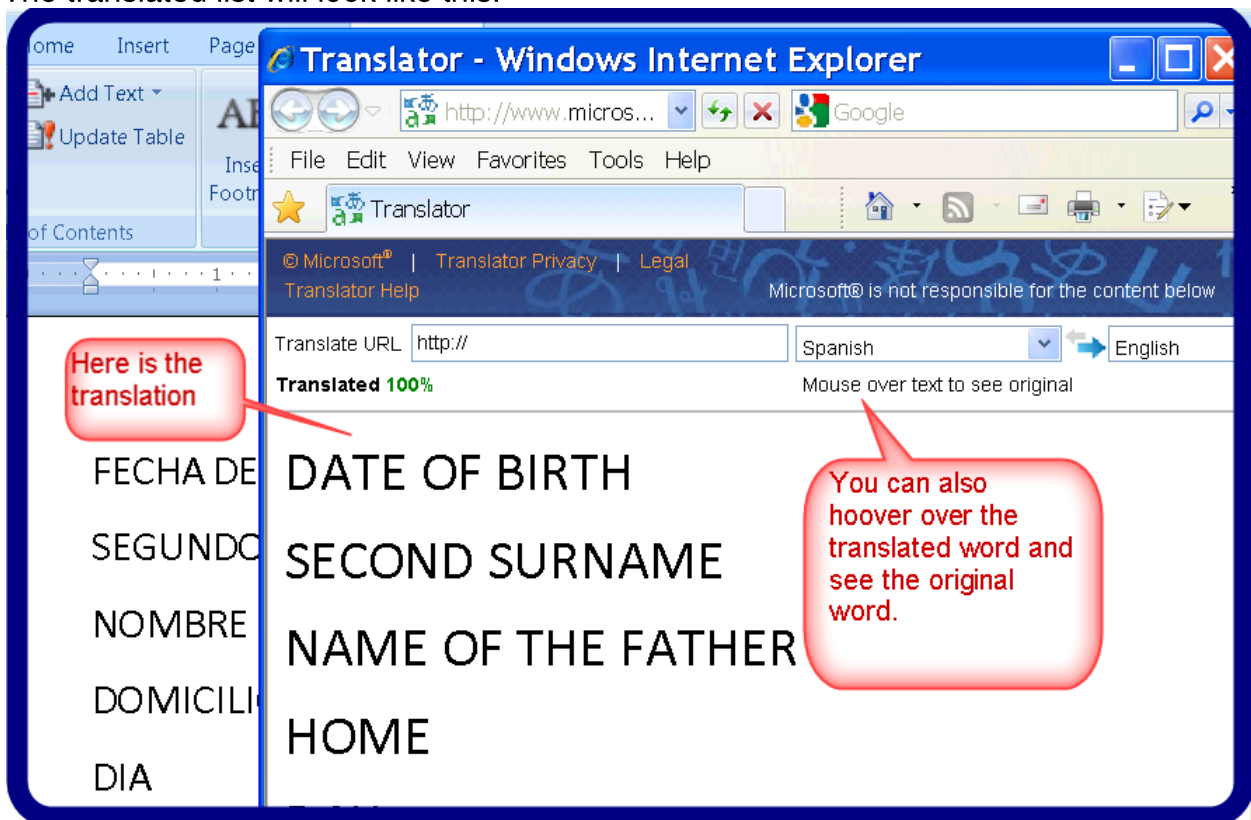
Other name considerations

Complex Characters in a Name

GaDOE does not allow complex characters like the ñ in Juan Peña. The GaDOE database will not store them and the data collections error checks cannot interpret a letter with an accent or pronunciation mark over the letter such as ñ or é. The data collection applications can interpret an accent or pronunciation mark after a letter in its own space as in Renee' but not Renée. If your SIS can allow complex characters, you can enter a name like Juan Peña or Renée St. John in your SIS in a field used for report cards, class rosters, etc. However, the name sent to the state for identification purposes should be the legal name except for complex characters.

Double last names

If two surnames are listed on the birth certificate, then put both surnames in the legal last name field. If there is a space between the two last names, then put a space between those last names in your SIS. Do not put a – 'hyphen' between the two names unless that – 'hyphen' is between the last names on the birth certificate. Do not move one of the surnames to the middle name field.

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Educating Georgia's Future