

## Purpose

This policy has been developed to outline requirements for document translations included in the AAVSB's records pertaining to an individual in the Veterinary Information Verifying Agency (VIVA) database.

## Scope

This policy will apply to translated documents used in AAVSB programs and services.

## Translation Requirements

To ensure all translations are reviewed in a fair and consistent manner, the following requirements will apply to all translated documents. Requirements vary based on document type.

Document Type	Requirement
<b>Biographical Documents</b> <ul style="list-style-type: none"> <li>• Birth Certificates</li> <li>• Marriage Certificates</li> <li>• Name Change Documents</li> <li>• Accommodation Documents</li> <li>• etc.</li> </ul>	<p>AAVSB staff must be able to verify the accuracy and completeness of the translation by satisfying <b>at least one</b> of the following requirements:</p> <ol style="list-style-type: none"> <li>Confirming that the translator or organization is a jurisdictional office representing the country that issued the document.</li> <li>Confirming that the translator or organization is certified by a professional organization such as, but not limited to, the American Translators Association or Chartered Institute of Linguists.</li> <li>Confirming that the translation has been apostilled.</li> <li>Confirming that the translation is accompanied by a Certificate of Translation Accuracy.</li> </ol>
	<p>2 Additionally, each page of a translation must indicate that it was completed by the translator.</p>
<b>Professional Records</b> <ul style="list-style-type: none"> <li>• Academic Transcripts</li> <li>• License Verifications</li> <li>• Diplomas</li> <li>• Final Order Discipline Documents</li> <li>• etc.</li> </ul>	<p>AAVSB staff must be able to verify the authenticity of the original document used in the translation by either:</p> <ol style="list-style-type: none"> <li>Receiving the original document in its original language directly from the issuer, such as the school, transcript service, licensing board, or other issuer; <b>or</b></li> <li>Confirming authenticity of the original document with the school, transcript service, or issuer via direct communication with the issuer or verification systems implemented by the issuer.</li> </ol>
	<p>2 AAVSB staff must be able to verify the authenticity and completeness of the translation by receiving the translation directly from the translator, including <b>both</b> the document used for translation <b>and</b> the translation with indication each page was translated by the translator.</p>
	<p>3 AAVSB staff must be able to verify the accuracy of the translation by satisfying <b>at least one</b> of the following requirements:</p>

		<ul style="list-style-type: none"> <li>A. Confirmation that the translator is either a jurisdictional office representing the country that issued the document or certified by a professional organization including, but not limited to, the American Translators Association or the Chartered Institute of Linguists; <b>or</b></li> <li>B. Confirming that the translation has been apostilled; <b>or</b></li> <li>C. Confirming that the translation is accompanied by a Certificate of Translation Accuracy.</li> </ul>
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## **Submitting Translations to the AAVSB**

To have translations sent to the AAVSB, please request the translation service send the document(s) directly from their offices to the AAVSB at:

### Electronic Delivery:

For PAVE: [pave@aavsb.org](mailto:pave@aavsb.org)

For VAULT: [viva@aavsb.org](mailto:viva@aavsb.org)

For VTNE: [vettech@aavsb.org](mailto:vettech@aavsb.org)

### Postal Delivery:

AAVSB

Attn: (PAVE/VAULT/VTNE)

12101 W 110th St, Suite 300

Overland Park, KS, 66210 USA

Note: Documents received by mail will not be returned.

## **Document Storage**

Verified documents will be stamped by AAVSB staff to indicate the authenticity has been reviewed as a primary source document, and to indicate the date reviewed. Steps required to add documents to the Veterinary Information Verifying Agency (VIVA) database, such as scanning or printing, may cause watermarks to display. Documents in the VIVA database are for use by AAVSB staff, Committees, and Member Boards, and cannot be made available to candidates, employers, or other organizations. Permanent digital storage of documents in the VIVA Database is governed by the AAVSB Record Retention Policy.

*Adopted by the AAVSB in January 2026*