

# STI Free Translation Day Spanish

Schreiber Translations, Inc. (STI) would like to invite the local Latino Community to the first ever STI Free Translation Day!

**What:** STI will provide free professional, certified translation services to the Hispanic residents of Maryland, D.C. and Virginia.

**When:** Saturday, September 26th, 2009, 1:00-5:00pm

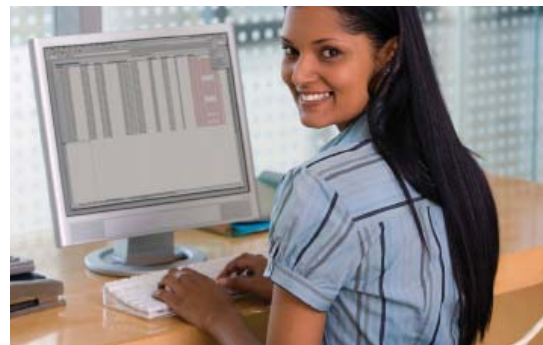
**Where:** Gilchrist Center for Cultural Diversity, Wheaton, MD

If you have personal documents needing translation from Spanish into English, please drop them off the day of the event and join us for an afternoon of fun, snacks and games. The translated documents will be returned within 2 to 3 weeks of the event.

**Documents We Will Translate:** Birth Certificates, Marriage Certificates, Death Certificates, Driver's Licenses, Marriage Licenses, College transcripts, High School transcripts, and Diplomas

Please read the terms & conditions before participating, located at the Gilchrist Center for Cultural Diversity or online at [www.schreibernet.com](http://www.schreibernet.com), click on STI Free Translation Day.

We would like to thank our sponsors/supporters:  
Casa de Maryland • Talk of the Town • Honest Tea



## Directions



## Contact Information

If you have any questions, please contact STI at [info@schreibernet.com](mailto:info@schreibernet.com) or Contact the Gilchrist Center for Cultural Diversity at 240-777-4940.



MONTGOMERY COUNTY  
*Charles W. Gilchrist*  
Center for Cultural Diversity



STI  
Schreiber  
Translations, Inc.

**Terms and Conditions (STI Free Translation Day)**  
**Saturday, September 26th, 2009**  
**Gilchrist Center for Cultural Diversity**

Participants are invited to drop off their eligible documents for translation the day of the event from 1:00-5:00 p.m. No document translation service will occur on this day - all services will be performed at the Schreiber Translations, Inc. (STI) primary business facility located at 51 Monroe Street, Ste. 101, Rockville, MD 20850 and completed within 2-3 weeks after the event.

**Document Specifications.** Spanish to English translation only! We will accept 1 document per person, totaling 3 pages or less.

**Certification Services.** Your translation will be accompanied by our standard Certification Form, attesting to the accuracy of the translation provided. We will have copies of the form available at the event for you to review. Under no circumstances will we provide a custom certification or fill out a customer provided certification form. If for any reason you are in doubt of the suitability of our Certification Form for your purposes, it is your responsibility to determine this beforehand.

**Notarization Services.** Documents can be notarized if the document is the original copy, with an original signature (to be inspected on-site by a notary public). Once inspection of originals is complete a copy will be made – we will not retain any original documents.

- Notarization attests to the fact that the document translated was an original document and not a replica.

**Copies.** You will be provided with two free copies of the certification form and translation.

**Delivery of Translated Documents.** All translations will be completed within 2 to 3 weeks after the date of the event. Completed translations will be returned in one of two ways and your preference will be noted on the intake form:

- Mailed to the address you provide during the document intake process.
- Made available for pick-up at our offices by appointment.

**Receipt of Source Documents.** All eligible documents must be presented to the STI Project Manager on Saturday, September 26th, 2009, between the hours of 1:00pm and 5:00pm, to receive the free document translation service. Documents given to the Gilchrist Center before 1:00pm on September 26th or after 5:00pm on September 26th will not be accepted by STI for free document translation service.

**Responsibility.** STI shall hold no responsibility for lost or stolen documents.

**Confidentiality Statement.** All translations and information pertaining to them will be kept confidential.