



College of Pharmacists of Manitoba

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HOW TO SUBMIT TRANSLATED DOCUMENTS

The College of Pharmacists of Manitoba (CPhM) expects that your application for registration and licensure including your supporting documents will be submitted in English. This includes (but is not limited to):

- Birth certificates
- Name change certificates
- Letters of Standing

You must have your original documents translated into English by a certified translator. Please follow the steps below to ensure your documents are submitted to CPhM correctly:

1. You must ask the certified translator to include their name, stamp and/or seal, and signature on the translated document **and** the original document
2. You must ensure the certified translator securely attaches the original document to the translated document. Most certified translators will affix a triangular piece of paper across the top left corner of the documents, staple the documents together, and imprint their seal across that area.

You must ensure that both documents remain attached together and that any official seal and/or stamps remain unbroken.

3. You must have **both** documents notarized by a Notary Public in Canada. Again, you must ensure that both documents remain attached together and that any official seal and/or stamps remain unbroken for when you submit them to the College.