

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 16: Intergovernmental Case Processing	Effective Date: 11/03/2021
	Section 10: Translation	Version: 1.1 Revision Date: 11/03/2021

BACKGROUND

N/A

POLICY

When initiating a request to a Convention country, all documents shall be in the original language.¹ If the original language is not the responding country’s official language, then the documents shall also be in the responding country’s official language.²

When responding to a request from a Convention country, all documents shall be in the original language and English if the original language is not English.³

REFERENCES

- [45 C.F.R. § 303.7](#): Provision of services in intergovernmental IV-D cases
- [Convention on the International Recovery of Child Support and Other Forms of Family Maintenance \(Convention\)](#)

PROCEDURE

If any documents are not in English, the Title IV-D Prosecutor’s Office is required to obtain a translation prior to forwarding the documents to another State. The transmittal must include a copy of the documents in the original language and the English translation.

If any documents are not in the responding foreign tribunal’s official language, the Title IV-D Prosecutor’s Office is required to obtain a translation prior to forwarding the order to the foreign country. The transmittal must include a copy of the documents in the original language and the foreign language translation.

If an initiating tribunal does not translate documents in a foreign language, the Title IV-D Prosecutor’s Office may send the documents back to the initiating tribunal and request translation.

The Title IV-D Prosecutor’s Office may contact a foreign country’s U.S. consulate to obtain assistance with translation.

¹ Convention Article 44(1); 45 C.F.R. § 303.7(4)

² Convention Article 44(1); 45 C.F.R. § 303.7(4)

³ Convention Article 44(1); 45 C.F.R. § 303.7(4)

FORMS AND TOOLS

N/A

FREQUENTLY ASKED QUESTIONS

1. Q. Who is responsible for paying for translation?
 - A. The initiating agency is responsible for paying for translation. The Title IV-D Prosecutor's Office may pay for translation out of Title IV-D budgeted funds or incentive funds.

RELATED INFORMATION

N/A

REVISION HISTORY

Version	Date	Description of Revision
Version 1	11/26/2019	Final Approved Version
Version 1.1	11/03/2021	Updated for consistent formatting and language.