

YOUR WORKING CHECKLIST

Decide what record version an instruction actually requests

How do I distinguish an original, certified copy, scan and translation in an immigration document checklist?

Label each record version accurately and read what the receiving authority requests for the actual task. An original, an issuer-certified copy, an ordinary copy and a translation are different things. This guide does not require every original to be mailed or declare one version universally acceptable.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Identify the source and version of each record.
- ☐ Read the requested version in context.
- ☐ Keep translation and certification concepts separate.
- ☐ Preserve custody and dispatch evidence.
- ☐ Leave unresolved version questions visible.

A little support for your next step.

Eagle Translate has reserved the discount code SUPPORT25 for Immigrant Insider readers, to help immigrants in the United States with document translation costs. Use your reader code when you order. No expiration date. No usage limit.

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Check the order total before payment.

Notes and questions to follow up

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Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

U.S. Department of State: Visa photo requirements

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>

Immigrant Insider: Editorial policy and verification status

<https://immigrantinsider.com/editorial-policy/>

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<https://immigrantinsider.com/procedures/originals-versus-copies/>

General information

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