

YOUR WORKING CHECKLIST

Oversized record digitization for translation

How can an oversized certificate or register be scanned without losing its layout?

Capture the entire record and readable detail without cutting off linked entries. Keep overlapping detail images organized alongside a full-view reference; the receiving portal may require a different final file arrangement.

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

Your preparation checklist

- ☐ Capture the entire record first
- ☐ Number overlapping detail images
- ☐ Preserve original captures
- ☐ Inspect the final exported PDF

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.

Reader code: SUPPORT25

<https://eagletranslate.com/>

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.

U.S. Department of State: Scan collected documents

<https://travel.state.gov/content/travel/en/us-visas/immigrate/the-immigrant-visa-process/step-8-scan-collected-documents.html>

USCIS: Policy Manual: evidence

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

Return to the complete guide

<https://immigrantinsider.com/documents/oversized-record-digitization/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.