

First Kyiv Translation Agency

PRICELIST

(VALID AS OF 01/01/2010)

Briefly on Our Translation Agency

- First Kyiv Translation Agency was founded in late 2002 by a team of professional translators/interpreters with an ambitious, yet practically feasible goal – to establish a translation agency capable of providing good quality translation and interpretation services at reasonable prices amidst the havoc of translation/interpretation services.
- The three pillars giving advantage to First Kyiv Translation Agency in the translation/interpretation market include, first of all, **an individual approach to every customer, professional selection of translators/interpreters, and reasonable price policy.**
- First Kyiv Translation Agency offers a wide range of professional services on consecutive and simultaneous interpretation and translation from/into diverse foreign languages. In addition, First Kyiv Translation Agency provides supporting translation services such as notarization of Your documents, legalization and apostilling, proofreading, stylistic revision of texts, layout, page proofing, etc.
- Professional selection of translators by First Kyiv Translation Agency for the purpose of performing written subject-specific translations, and quality control carried out by proofreaders allow us to ensure good quality of services. First Kyiv Translation Agency meets the requirements of its customers to the highest extent possible in respect of selecting subject-specific interpreters and of speed and quality of consecutive/simultaneous interpretation etc.
- Each and every translator and interpreter of First Kyiv Translation Agency is a chartered linguist boasting of at least 5 years of experience in translation/interpretation. Most of the interpreters and translators of First Kyiv Translation Agency have second higher education in addition to the degree in linguistics, which allows them to easily take their bearings in various fields of source texts.
- Translation and interpretation services as well as notarization of Your documents, legalization and apostilling, proofreading, stylistic revision of texts, layout, and page proofing are performed by translators/interpreters of First Kyiv Translation Agency strictly in compliance with the rules & regulations for translators/interpreters and in accordance with non-disclosure agreements.
- The prices for translation/interpretation, notarization of Your documents, legalization and apostil stamping, proofreading, stylistic revision of texts, layout, and page proofing services in this pricelist of First Kyiv Translation Agency are quoted in UAH including all taxes. Any and all of the services provided by First Kyiv Translation Agency shall be paid for solely in the local currency, either in cash or non-cash.
- First Kyiv Translation Agency operates on the basis of 50% prepayment for rendering translation/interpretation and supporting services.
- First Kyiv Translation Agency is focused on a long-term and mutually beneficial cooperation, so the premium on promptness of translation/interpretation services is the **LOWEST** in the translation/interpretation service market and stands at just 75%, while premiums on promptness offered by our competitors range 100-500% and more.

- First Kyiv Translation Agency is the only translation agency in Kyiv that **DOES NOT REQUIRE** any premium on the complexity of translations. Having a large base of translators/interpreters specializing in various fields of activity, our translation agency assigns specialists individually to each particular translation service.

For more details about our services, please feel free to contact us by:

Phone: (+380 44) [228-00-11](tel:228-00-11) or (+380 44) [278-10-33](tel:278-10-33)

E-mail: office@aide.kiev.ua

ICQ: [389747586](https://www.icq.com/numbers/389747586)

Skype: [translation.agency](https://www.skype.com/username/translation.agency)

WE ARE LOCATED AT:

In Kyiv: 4 Hrushevskoho St., (Yevropeiska Square), Room # 705

On the Web: www.aide.kiev.ua

BUSINESS HOURS:

9 A.M. to 6 P.M. daily except for Saturdays, Sundays, and holidays

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1. WRITTEN TRANSLATION

Everything You should know to complete an order for written translation:

First Kyiv Translation Agency provides services of written translation from most of the European and Asian languages.

Every translator of First Kyiv Translation Agency is thoroughly selected and tested and is a skilled and chartered specialist. We dedicate a lot of time and efforts to the selection of qualified translators for the purpose of performing translation services of exclusively high quality.

While working on any written translation, translators of First Kyiv Translation Agency make use both of their long-term experience and background knowledge and various specialized dictionaries, reference books, and encyclopedias. Translators of First Kyiv Translation Agency have built up an extensive base of their own subject-specific glossaries for years of work. All this allows us to achieve the best results.

Of significance is the approach of First Kyiv Translation Agency to providing written translation services. We treat every written translation order as a long-standing translation project that does not come to an end once the translation has been completed and delivered to the customer. The translators take account of the customer's requests and comments both during the ongoing translation and when undertaking further translations. All this enables First Kyiv Translation Agency to perform the service of written translation with the quality that meets our customer's requests to the fullest.

Professional selection of translators for doing subject-specific translations, and quality control exercised by professional translators and proofreaders allow us to guarantee high-quality translation.

Written Translation Rates per Standard Page (1,800 characters with spaces)

<i>Language</i>	<i>Translation from/into Russian or Ukrainian language, price per 1800 characters with spaces</i>
European languages	
English	63.13
German	82.69
French	82.69
Italian	82.96
Spanish	82.96
Greek	121.70
Portuguese	121.70
Turkish	121.70
Bulgarian	121.70
Polish	121.70
Czech	121.70
Albanian	121.70
Hungarian	121.70
Romanian	121.70
Serbian	121.70

Slovakian	121.70
Slovenian	121.70
Croatian	121.70
Scandinavian languages	
Danish	138.15
Dutch	138.15
Norwegian	138.15
Finnish	138.15
Swedish	138.15
Languages of CIS and Baltic countries	
Azerbaijani	138.15
Armenian	138.15
Belarusian	138.15
Georgian	138.15
Kazak	138.15
Kirghiz	138.15
Latvian	138.15
Lithuanian	138.15
Moldavian	138.15
Estonian	138.15
Uzbek	138.15
Oriental languages	
Arabic	138.15
Vietnamese	138.15
Hebrew	138.15
Chinese	138.15
Korean	138.15
Japanese	138.15

Notes

1. The managers of First Kyiv Translation Agency use the standard page (unit of measuring written translation comprising 1,800 characters of the source text with spaces) in calculating the price of translation.
2. The text size is measured exclusively using the original text to be translated, if applicable. Otherwise, the target text will be used, including when translating from oriental languages.
3. The written translation rates shown in the table above include the cost of inputs by translator and proofreader.
4. The minimum order quantity with First Kyiv Translation Agency is 1 standard page.
5. The order schedule applicable with First Kyiv Translation Agency is 5 standard pages per day.
6. The premium on promptness of written translation services applied by our Agency is the **LOWEST** in the translation service market and accounts for just 75%, while that with competitors ranges 100% to 500% and more.
7. First Kyiv Translation Agency is the only translation agency in Kyiv that **DOES NOT REQUIRE** any premium on the complexity of translations. Backed by a large base of

translators/interpreters specializing in various fields of activity, our translation agency assigns specialists individually to each particular translation service. The rates presented in the table above are **FLAT** for translations of any subject matter.

8. First Kyiv Translation Agency performs written translation and further certifies personal documents (passport, birth certificate, marriage certificate, etc.).
9. First Kyiv Translation Agency would not accept translation orders if the source text is written by hand.
10. An order for written translation should always be placed in advance so that the translators of First Kyiv Translation Agency would have enough time to deliver it appropriately.

The implementation of state-of-the-art software enables the specialists of First Kyiv Translation Agency to render comprehensive services of written translation in conformity with the European standards.

The table below shows the utilities and files wherewith the translators of our Agency can translate texts.

Line	Utility Description:	File Extension:
1	MS Office files: Word, Excel, and PowerPoint	DOC, RTF, TXT, XLS, CSV, PPT, PPS, POT
2	Acrobat Reader 5+	PDF
3	Graphic editors	BMP, GIF, JPG, TTF, etc.
4	AutoCad	DWG and DRW
5	(Meta-) tag files*	HTM, HTML, JSP, ASP, ASPX, ASCX, INC, PHP, SGML, XML, and XSL
6	Windows executable files*	EXE, DLL, OCX, and LNG
7	Windows resource files*	RC and DLG
8	FrameMaker*	FM and MIF
9	InterLeaf*	ILDOC, DOC, and TXT (IASCII)
10	QuickSilver*	TXT (IASCII)
11	Ventura*	VP and TXT
12	PageMaker*	P65, PDM, and TXT
13	QuarkXPress*	QXD, QXT, and QSC
14	Acrobat InDesign*	INDD, INDT, and ISC

*Text is exported to a format convenient for translation using special converters, and is re-imported to the original file after the translation is complete, allowing the inputs made by translators of First Kyiv Translation Agency to render texts of nonstandard formats to be reduced substantially.

2. PROOFREADING

Everything You should know to complete an order for proofreading with First Kyiv Translation Agency:

1. The managers of First Kyiv Translation Agency use the standard page (unit of measuring written translation comprising 1,800 characters of the source text with spaces) in calculating the price of proofreading.
2. The text size is measured solely as per the text proofread.
3. The minimum order quantity with First Kyiv Translation Agency is 5 standard pages.
4. The order schedule for proofreading applicable with First Kyiv Translation Agency is up to 10 standard pages per day.
5. All modifications and amendments made by translators of First Kyiv Translation Agency are marked when proofreading.
6. First Kyiv Translation Agency will not accept any text for proofreading unless such text is translated at a fairly high professional level and actually needs adjusting only. In the event that the quality of translation is low that it would be more reasonable to re-translate it, the managers of First Kyiv Translation Agency will suggest doing translation for You according to the valid pricelist of our Agency. Where there are any portions of the text not translated, those will also be translated pursuant to the applicable pricelist of First Kyiv Translation Agency.
7. First Kyiv Translation Agency will not accept orders for proofreading if the translation written by hand.
8. First Kyiv Translation Agency will not accept orders for proofreading unless the customer provides the source texts used in translation.
9. An order for proofreading should always be placed in advance so that translators of First Kyiv Translation Agency would have enough time to deliver it appropriately.

Proofreading Rates per Standard Page (1,800 characters with spaces)

Service	Rate
Proofreading	50% of written translation rates

3. LEXICAL AND STYLISTIC REVISION BY NATIVE SPEAKER

Everything You should know to complete an order with First Kyiv Translation Agency for lexical and stylistic revision done by native speaker:

1. The managers of First Kyiv Translation Agency use the standard page (unit of measuring written translation comprising 1,800 characters of the source text with spaces) in calculating the price of revision. The text size is measured solely as per the text revised.
2. First Kyiv Translation Agency provides the service of lexical and stylistic revision in the most wide-spread languages of the world.
3. The list of languages in which lexical and stylistic revision is done by First Kyiv Translation Agency is continuously extending.
4. First Kyiv Translation Agency will not accept any text for lexical and stylistic revision unless such text is translated at a fairly high professional level and actually needs adjusting only. In the event that the quality of translation is low that it would be more reasonable to re-translate it, the managers of First Kyiv Translation Agency will suggest doing translation for You according to the valid pricelist of our Agency. Where there are any portions of the text not translated, those will also be translated pursuant to the applicable pricelist of First Kyiv Translation Agency.
5. First Kyiv Translation Agency will not accept orders for lexical and stylistic revision of translations unless the customer provides the source texts used in translation.
6. First Kyiv Translation Agency will not accept orders for lexical and stylistic revision if the translation is written by hand.
7. The minimum order quantity for lexical and stylistic revision with First Kyiv Translation Agency is 5 standard pages.
8. The order schedule for lexical and stylistic revision applicable with First Kyiv Translation Agency is up to 10 standard pages per day.

Lexical and Stylistic Revision Rates per Standard Page (1,800 characters with spaces)

Revision Language	Rate
English	50% of the rates for written translation done by native speaker
German	
French	
Italian	
Spanish	

4. PAGE PROOFING

Everything You should know to complete an order for page proofing with First Kyiv Translation Agency:

1. The managers of First Kyiv Translation Agency use the standard page (unit of measuring written translation comprising 1,800 characters of the source text with spaces) in calculating the price of page proofing. The text size is measured solely as per the made-up page.
2. First Kyiv Translation Agency provides the service of page proofing, i.e. the reconciliation of the original text to its made-up version to ensure that the punctuation marks and hyphens are placed correctly, misprints are deleted, digits are matched, etc.
3. Page proofing is done exclusively by translators of the respective language.
4. First Kyiv Translation Agency offers the service of page proofing in the most widespread languages of the world.
5. First Kyiv Translation Agency will not accept orders for page proofing unless the customer provides original texts.
6. The minimum order quantity for page proofing is 5 standard pages.
7. The order schedule for page proofing is up to 10 standard pages per day.

Page Proofing Rates per Standard Page (1,800 characters with spaces)

Service	Rate
Page proofing	50% of written translation rates

5. DISCOUNTS AND PREMIUMS ON WRITTEN TRANSLATION AND PROOFREADING

And do You know that:

1. First Kyiv Translation Agency offers discounts on the entire range of services.
2. The premium on promptness of written translation services with First Kyiv Translation Agency is the **LOWEST** in the translation service market and stands at just 75%, while premiums on promptness offered by our competitors range 100%-500% and more.
3. First Kyiv Translation Agency is the only translation agency in Kyiv that **DOES NOT REQUIRE** any premium on the complexity of translations. Backed by a large base of translators specializing in various fields of activity, our translation agency assigns specialists individually to each particular translation service. The rates shown in the table below are **FLAT**.
4. First Kyiv Translation Agency will not apply any discount in case of an express order.
5. The normal order schedule in effect with First Kyiv Translation Agency is 5 standard pages per day; premium will apply if the order quantity exceeds the normal schedule.
6. First Kyiv Translation Agency offers discounts exclusively on orders placed at a time.
7. Any text furnished in poor legibility and any text provided in formats other than Word, Excel, or PowerPoint are treated as labor-intensive.

Basis for Discount	Discount Rate
Text size of more than 50 standard pages	3%
Text size of more than 100 standard pages	5%
Text size of more than 300 standard pages	7%
Text size of more than 500 standard pages	9%
Basis for Premium	Premium Rate
Labor intensity	50%
Urgency	75%

6. CONSECUTIVE INTERPRETATION

Everything You should know to complete an order for consecutive interpretation with First Kyiv Translation Agency:

1. First Kyiv Translation Agency provides comprehensive services of consecutive translation in the most wide-spread languages of the world.
2. The scope of consecutive interpretation services is determined by the managers of First Kyiv Translation Agency on an hourly basis or by business days (8 business hours).
3. The minimum order quantity for consecutive interpretation with First Kyiv Translation Agency is 1 astronomic hour.
4. Premium on express consecutive interpretation services with First Kyiv Translation Agency is applicable only when providing interpreter in less than 8 business hours. The one-off premium for promptness amounts to UAH 149.
5. First Kyiv Translation Agency offers the service of preliminary acquaintance with our interpreters, which is non-gratuitous and is UAH 149.
6. First Kyiv Translation Agency offers a discount of 5% when providing interpreter for more than 3 days. The discount rate is agreed with the managers of First Kyiv Translation Agency immediately when providing interpreter for more than three days.
7. First Kyiv Translation Agency is the only translation agency in Kyiv that **DOES NOT REQUIRE** any premium on the complexity of interpretation. Backed by a large base of translators/interpreters specializing in various fields of activity, our translation agency assigns specialists individually to each particular consecutive interpreting service. The rates presented in the table below are **FLAT** for consecutive interpretation of any subject matter.
8. Professional selection of interpreters by First Kyiv Translation Agency for the purpose of performing subject-specific consecutive interpreting assignments, and quality control allow us to ensure good quality of interpretation services.
9. Each and every interpreter of First Kyiv Translation Agency is a chartered linguist boasting of at least 5 years of experience in interpretation. Since most of the interpreters of First Kyiv Translation Agency have second higher education in addition to the degree in linguistics, they are interpretation specialists in several specific subjects and know special terminology and can correctly interpret the meaning of what they hear.
10. Every interpreter of First Kyiv Translation Agency is thoroughly selected and tested and is a skilled and chartered specialist. We dedicate a lot of time and efforts to the selection of qualified translators for the purpose of performing interpreting services of exclusively high quality.
11. The translator/interpreter relations managers of First Kyiv Translation Agency carefully monitor the quality of services provided by our Agency and collect feedback of our customers about the skills of our specialists. So when placing an order for consecutive

interpretation, you can be sure that the specialist assigned to You has been obtaining most favorable feedback from our customers and has continuous work experience with our Agency.

12. First Kyiv Translation Agency would urge its customers to provide reference materials related to the arrangement well in advance, as it will allow the interpreter to get prepared for the arrangement and steep oneself in the subject to do the job at a high professional level.
13. If the customer waives the services of our Agency for any reason whatsoever in less than 48 hours prior to the agreed commencement, such customer will pay the cost of the minimum order quantity.
14. The customer of First Kyiv Translation Agency will pay for the whole period in which consecutive interpreter remains at the customer's disposal, including brunches, coffee breaks, etc.
15. In the event that the customer needs to go beyond Kyiv (suburbia) in the company of consecutive interpreter of First Kyiv Translation Agency, all travel expenses are borne by the customer.
16. In the event that the customer needs to go beyond Kyiv in the company of consecutive interpreter of First Kyiv Translation Agency, all transportation, meal and accommodation expenses are borne by the customer.
17. If the day of departure and the day of arrival are not working days of employee of our Agency (interpreting service is performed at the place of destination only), such days of departure and arrival are compensated aggregately at the rate applicable to the full working day. Each calendar day on which the Agency's employee stays at the place of destination, including the time of traveling to and from the place of destination, is paid at least at the rate applicable to the full working day and where the interpreter is employed for more than 8 hours per day, each overtime hour is compensated on an hourly basis.

Consecutive Interpretation Rates

Language	Negotiations, hourly/daily rates	Public events, hourly/daily rates
English, German, French, Spanish, and Italian	UAH 221.25/1,327.5	UAH 266.25/1,597.50
Greek, Dutch, Portuguese, Turkish, Bulgarian, Polish, Czech, Slovakian, Hungarian, Romanian, Serbian, Croatian, Slovenian, Finnish, Danish, Swedish, and Norwegian	UAH 300.00/1,800.00	UAH 375.00/2,250.00
Arabic, Hebrew, Chinese, Korean, Japanese, and Vietnamese	UAH 450.00/2,700.00	UAH 420.00/2,520.00

7. SIMULTANEOUS INTERPRETATION

Everything You should know to complete an order for simultaneous interpretation with First Kyiv Translation Agency:

1. The service of simultaneous interpretation provided by First Kyiv Translation Agency represents interpreting done by interpreter simultaneously as the speaker delivers his/her speech.
2. Simultaneous interpretation as an activity requires a huge intensity of the interpreter's mental and physical efforts. Therefore, simultaneous interpreters normally work in pairs, alternating every 30 minutes.
3. Every interpreter of First Kyiv Translation Agency is a chartered interpreter rendering from/into foreign languages and has considerable and continuous experience in simultaneous interpretation.
4. The translator/interpreter relations managers of First Kyiv Translation Agency closely follow the quality of services provided by our Agency and collect feedback of our customers about the skills of our specialists. So when placing an order for simultaneous interpretation, you can be sure that the specialist assigned to You has been obtaining most favorable feedback from our customers and has continuous work experience with our Agency.
5. Simultaneous interpretation requires specialized professional equipment. Currently, most of large conference rooms are specially equipped for such kind of arrangements.
6. Our Agency procures no equipment for simultaneous interpretation; however for years of presence in the translation/interpretation service market, First Kyiv Translation Agency has found a number of partners focusing on the provision of equipment for good quality simultaneous interpretation. First Kyiv Translation Agency would be pleased to recommend You a reliable partner at any time.
7. First Kyiv Translation Agency provides simultaneous interpreting services both for arranging various large-scale events at a high level and for holding presentations, conferences, workshops, meetings, round tables, promotional campaigns, etc.
8. The managers of First Kyiv Translation Agency would always try to find an interpreter for You as soon as reasonably practicable; one should keep in mind though, that how soon a simultaneous interpreter will be provided to You is largely conditional upon the subject of interpretation, event format, venue, and duration. This is why we would urge You to place Your orders for simultaneous interpretation **well in advance**. The sooner You file Your interpretation request with us, the more time and opportunities we will have to assign to You the best simultaneous interpreter. Highly skilled simultaneous interpreters are a very limited resource. Their timetables are heavy to the utmost, so timing is of top priority.
9. It is highly advisable to deliver reference materials on the subject of the event to interpreters of First Kyiv Translation Agency beforehand, as it will allow interpreter to steep oneself in the subject and to interpret at the highest professional level possible.

10. Simultaneous interpretation with First Kyiv Translation Agency is rated by working days (8 hours). The minimum order quantity for simultaneous interpretation is one working day (8 hours). In the event that interpreter is employed for more than 8 hours within one day, further rating will be agreed upon.
11. First Kyiv Translation Agency offers no service of preliminary acquaintance with simultaneous interpreters prior to the commencement of interpreting services, it being the case that our Agency works exclusively with top-ranking simultaneous interpreters having excellent reputation and long-term experience, and our Agency values the time of its specialists.
12. If the customer waives the services of our Agency for any reason whatsoever in less than 48 hours prior to the agreed commencement, such customer will pay the cost of the minimum order quantity.
13. The customer of First Kyiv Translation Agency will pay for the whole period in which simultaneous interpreter remains at the customer's disposal, including brunches, coffee breaks, etc.
14. In the event that the customer needs to go beyond Kyiv (suburbia) in the company of consecutive interpreter of First Kyiv Translation Agency, all travel expenses are borne by the customer.
15. In the event that the customer needs to go beyond Kyiv in the company of simultaneous interpreter of First Kyiv Translation Agency, all transportation, meal and accommodation expenses are borne by the customer.
16. The customer pays for all the time that the simultaneous interpreter of First Kyiv Translation Agency remains at its disposal after leaving Kyiv, including the time of travel.

Simultaneous Interpretation Rates

Language	Daily Rate (8 hours)
English	USD 570 at the NBU rate
German	
French	
Other languages	TBA

8. VIDEO AND AUDIO FILE TRANSCRIPTION AND VOICING

1. The video and audio file transcription service is provided exclusively by interpreters of First Kyiv Translation Agency. This service includes listening to text on disc and recording the source text in text formats for its further translation, when necessary.
2. The price is calculated per minute.
3. The voicing service includes both amateur recording of the translated text on disc and professional recording at a specialist studio.
4. The managers of First Kyiv Translation Agency reserves the right to reject the service of video and audio file transcription and voicing if the quality of recording is low.
5. Where the quality of recording is low, the managers of First Kyiv Translation Agency may apply a 50% premium for complexity.
6. An order for transcription and voicing needs to be placed in advance so that interpreters of First Kyiv Translation Agency would have enough time to fulfill it appropriately.

Video and Audio File Transcription and Voicing Rates

Service	Rate
Video and audio file transcription + recording onto medium	UAH 75 per minute
Video and audio file transcription + translation + recording onto medium	UAH 75 + paged-based translation rate under the applicable pricelist
Video and audio file transcription + translation + recording onto medium + amateur audio recording	TBA
Video and audio file transcription + translation + recording onto medium + professional audio recording	TBA

9. CERTIFICATION OF TRANSLATED DOCUMENTS WITH SEAL OF FIRST KYIV TRANSLATION AGENCY

Any document translated by employee of First Kyiv Translation Agency may be certified with the common seal of our Agency. Certification is priced at UAH 20 per document.

Any document translated by specialist other than that of First Kyiv Translation Agency may be certified with the common seal of our Agency on condition that the service of proofreading to be performed by our employees is requested.

10. NOTARIZATION OF TRANSLATED DOCUMENTS

Everything You should know to complete an order for notarization with First Kyiv Translation Agency:

1. First Kyiv Translation Agency will cause to notarize documents translated by its employees **ONLY**.
2. In the course of notarization, the genuine document or a duplicate thereof is bound with the translated one and the notary authenticates the signature subscribed by the employee of First Kyiv Translation Agency on the final page of the document.
3. Notarized copies may be made of translated documents caused to be notarized by First Kyiv Translation Agency.
4. The period of notary certification with First Kyiv Translation Agency is 1-2 business days.

Notarization Rates (per one document)

Service	Rate
Certification of translated documents with notary public	UAH 75 per one translator's signature on one document
Certification of translated documents with private notary	UAH 150 per one translator's signature on one document + UAH 15 per each page of duplicate document

11. APOSTILLING AND LEGALIZATION

Apostil is a special form of document certification in compliance with the provisions of the Hague Convention dated 5 October 1961. It is applicable only in the countries that are parties to the Convention. Apostil may not be stamped if a country is not party to the Convention.

The distinctive feature of apostil is the header as follows:

APOSTILLE (Convention de la Haye du 5 Octobre 1961)

Apostil is commonly required when Ukrainian documents are sent abroad. Resolution No 61 of the Ukrainian Government on the Grant of Authority to Stamp the Apostil Stipulated by the Convention, which cancels the requirement to legalize foreign public documents, as of 18/01/2003 determines that apostil be stamped by:

- **Ministry of Education and Science of Ukraine** on public documents issued by academic institutions, public authorities, enterprises, and organizations related to education and science. Such documents include education certificates, degree award certificates, declarations from academic institutions, curricula, etc.
- **Ministry of Justice of Ukraine** on documents issued by judicial authorities and courts, as well as on documents completed by Ukrainian notaries. Those include licenses and certificates issued by general register offices; documents issued or certified by notaries; and legal judgments and declarations.
- **Ministry of Foreign Affairs of Ukraine** on certificates issued by Ukrainian archive bodies; health certificates (provided those are certified with the official seal of a regional health department); certificates issued by Ukrainian law enforcement agencies; and other public documents.
- **Note:** Any document issued by a general register office (certificates of birth, death, marriage, etc.) has to be legalized with the Oblast (Regional) Department of Justice of the oblast (region) in which the general register office is located. For example, Kyiv Oblast Department of Justice is located in Kyiv; Odesa one is in Odesa; and Lviv one is in Lviv. The documents issued by a general register office are apostilled with the Ministry of Justice only after they have passed through an oblast department.

However, apostil may not be stamped on any document issued by foreign diplomatic institutions of Ukraine, or on any administrative document directly related to business or customs transactions.

Any principal, copy or photocopy of passports, military service cards, employment record books, gun licenses, motor vehicle registration certificates (log books), ID cards, regulations and explanatory notes & legal opinions in respect of application thereof, or correspondence documents are not apostilled either.

Consular legalization of public documents means the procedure of authenticating original public documents or authenticating signatures of officers authorized to certify signatures on instruments, as well as seals and stamps affixed thereto. The legalization procedure applies to the countries that have not become parties to the Hague Convention.

Any document needs to be legalized to become effective in the territory of other states. Therefore, You are required to cause any document issued in Ukraine to be legalized in order to send it abroad.

Public document legalization procedures in Ukraine are as follows:

- Consular Service Department of the Ministry of Foreign Affairs of Ukraine and Representative Office of the Ministry of Foreign Affairs of Ukraine accept for legalization official documents drafted and certified in the territory of Ukraine by public authorities and local self-governments, and meant to be used abroad.
- Certain documents that are not required to be legalized may be certified with the Ukrainian Chamber of Trade and Commerce and then with the Consulate of a country of destination.

First Kyiv Translation Agency offers discounts for apostilling and legalization services if the number of documents is more than 5.

The discount rate is agreed upon individually with the managers of First Kyiv Translation Agency.

Discounts are applicable only when submitting several documents for performing a single service at a time.

Legalization and Apostilling Rates

Certification	Term	Rate per One Document
Apostilling with judicial authorities in Kyiv and Kyiv Oblast	10 business days	min. UAH 650
Apostilling with the Ministry of Education of Ukraine	60-90 business days	min. UAH 650
Embassy (consular) legalization (Ministry of Justice of Ukraine + Ministry of Foreign Affairs of Ukraine)	12 business days	min. UAH 950
Complete consular legalization (Ministry of Justice of Ukraine + Ministry of Foreign Affairs of Ukraine + Consulate of destination country)	12 business days + term set by Consulate of destination country	min. UAH 650 + consular service cost per official rates
Certification of documents with the Ukrainian Chamber of Trade and Commerce and Consulate of destination country	2 business days + term set by Consulate of destination country	min. UAH 650 + consular service cost per official rates