

WhatsApp Chats, Text Messages & Screenshots

Use this checklist before requesting a certified translation of digital conversations. A complete, readable sequence helps preserve who said what, when it was said and how the messages connect.

1. Preserve the conversation

- ☐ Keep messages in chronological order.
- ☐ Show participant names or account identifiers.
- ☐ Keep visible dates, timestamps and reply indicators.
- ☐ Number long screenshot sequences: Chat-01, Chat-02, Chat-03.

2. Make every file readable

- ☐ Do not crop the first or last line of a message.
- ☐ Check readability at normal zoom.
- ☐ Include both sides of a multilingual exchange.
- ☐ Do not rewrite spelling, abbreviations or emojis.

3. Include connected material

- ☐ Identify voice notes, attachments and forwarded content.
- ☐ Send the clearest original audio or video files available.
- ☐ Explain whose number appears when a contact name is missing.

4. Tell us what is required

- ☐ Name the receiving organization or intended use.
- ☐ Confirm source and target languages.
- ☐ State the required date range and deadline.
- ☐ Tell us whether you need digital files, hard copies or both.

Important: We translate the material you provide. A lawyer, court, insurer or receiving organization decides what evidence is required and what certification format it accepts.

READY FOR A QUOTE?

Upload clear files and tell us where the translation will be used.
<https://www.taontario.ca/howtoorder/>



PROJECT DETAILS

RECIPIENT / INTENDED USE

DEADLINE

SOURCE LANGUAGE

TARGET LANGUAGE

CERTIFICATION / FORMAT REQUESTED BY RECIPIENT

DELIVERY

Digital / hard copy / both

General document-preparation information only. This checklist is not legal advice and does not guarantee acceptance by a court, government body or other recipient.