

Language services

Translator verification workflow checklist

From the field note "[The CV looks perfect. Is the translator real? Build a verification workflow.](#)".

The short version

- ◇ Verify the specific credential and language direction with its issuer. A membership number and a certification number are different evidence.
- ◇ Treat inconsistencies as review signals. Names, nationality, location and polished writing do not establish fraud.
- ◇ Separate identity, claimed credentials and delivery capability; one successful check cannot replace the others.
- ◇ Keep sensitive evidence and duplicate signals restricted to authorized staff, with human decisions and a correction route.

The checklist

- ☐ Define the evidence required for the actual service.
- ☐ Separate identity, credential and capability checks.
- ☐ Use the issuer's official verification route.
- ☐ Check language pair and direction where the credential specifies them.
- ☐ Keep unavailable checks pending, with an owner.
- ☐ Treat discrepancies and related records as human-review signals.
- ☐ Provide clarification and correction routes.
- ☐ Restrict evidence, notes and client access by role.
- ☐ Audit decisions and review false-positive cases.

Want a second pair of eyes on your answers?

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