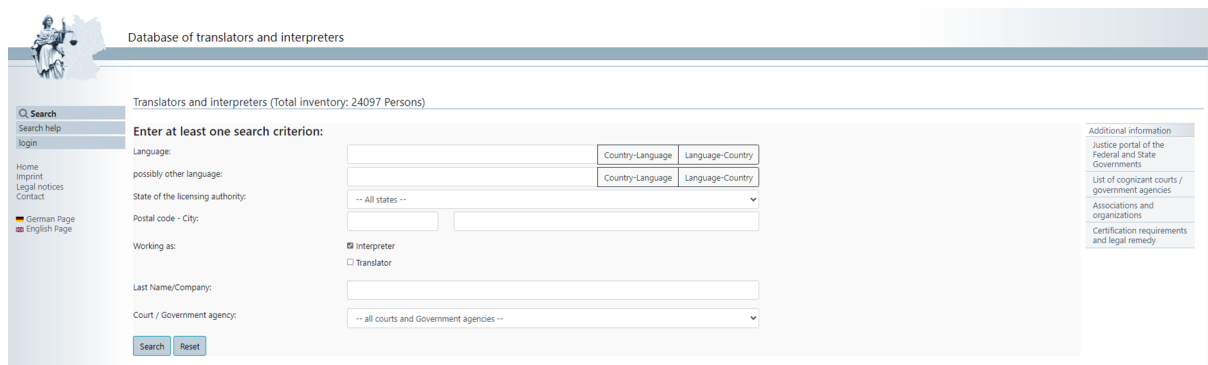


Search help

The interpreter and translator database includes a list of all interpreters and translators who have been sworn in, publicly appointed or generally authorised by the respective courts in the individual federal states of Germany. The database has been so designed that a user is able to quickly find an appropriate interpreter and a translator for a specific language.

To open the Search mask, click on the button  Search . You will then see the following

Search mask



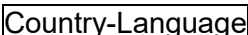
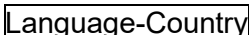
The screenshot shows the search interface for the 'Database of translators and interpreters'. The page title is 'Database of translators and interpreters' and the subtitle is 'Translators and interpreters (Total inventory: 24097 Persons)'. The search criteria section is titled 'Enter at least one search criterion:' and includes the following fields:

- Language: A text input field with two buttons: 'Country-Language' and 'Language-Country'.
- possibly other language: A text input field with two buttons: 'Country-Language' and 'Language-Country'.
- State of the licensing authority: A dropdown menu with the option '-- All states --'.
- Postal code - City: Two text input fields.
- Working as: Radio buttons for 'Interpreter' (checked) and 'Translator'.
- Last Name/Company: A text input field.
- Court / Government agency: A dropdown menu with the option '-- all courts and Government agencies --'.

At the bottom of the search criteria section are 'Search' and 'Reset' buttons. On the right side, there is an 'Additional information' section with links to 'Justice portal of the Federal and State Governments', 'List of cognizant courts / government agencies', 'Associations and organizations', and 'Certification requirements and legal remedy'.

Define search criteria

You should select at least one search criterion. You can select at least one federal state, a court or an authority by clicking on the arrow next to the respective field. Within the white input field, you can insert search criteria to look for a specific interpreter or translator by entering a last name/company (company, name component) and/or the city or town or the postal code. The last name/company and the city or town and the postal code do not have to be entered completely, at least three characters for the place and two characters for the last name/company and the postal code will be enough. You do not have to enter a * for any missing character or numbers. You can not search by first name.

To search for an interpreter or a translator for a specific language, enter the first character or characters of the language you are searching for into the white field. Having entered three characters you will get a selection list from which you will be able to choose the appropriate language. If you are not sure what language you should be looking for, then you can click on the button  or . There you will get information on what language is spoken in a specific country or in what countries a specific language is spoken. When you have found what you are looking for in the list, you can click on the language and it will be automatically applied to the search window.

You can also search for two languages simultaneously. This search will produce hits indicating interpreters or translators who have been sworn in, publicly appointed or generally authorised for both languages.

You can also search for a specific person who works only as interpreter or only as translator. i. e. who does not act as both. To do so, click the respective option field under **Working as:**

Please notice that you have to use the search criteria in german spelling.

Initiating search

Having entered the search criteria, click on the button **Search to** start the search process.

The Programme will then under the search window show data records that correspond with the selection criteria or you will get a message saying that no results have been found for the search criteria as specified. At the top of the page you can limit the number of hits per page to 5, 10, 25, 50, 100 or 1000. The hits will be presented in a random order. But you also can change the sort order by selecting an option from the drop-down field of by clicking on the column heading in the hit list choosing a sort order by last name, first name, postal code or place. Use the field to the right of the hit list **„Search“** to finetune your search the results of the hit list.

The screenshot shows the search interface for the 'Database of translators and interpreters'. The search criteria are set to 'englisch' for the language and 'Deutschland' for the state. The results table shows two entries:

Last name	First name	Languages	Postal code	City	Street address	Phone	Last update
Erlben	Sophia	Englisch, Französisch, Spanisch	04177 10317	Leipzig Berlin	Peul-Kötner-Strasse 16	0341/69702751 0049/632662955	6/1/2023
Danner	Beate	Englisch	82166	Graßhofing	Lothamer Str. 17	089/ 85 13 97	6/1/2023

Retrieving the search results

When you have finished finetuning your search criteria and want to select an interpreter or translator you have found, click on the respective line. This you will open the entire data record with all the details included.

Starting a new search

To start a new search, click on the button [Reset]. This will empty all search fields and you can start a new search.

Print

You can print both the search results overview and the detailed view.