Uploading an Affidavit in IRMA

Overview

An affidavit is a written statement made under oath before a notary public. A notary public is an individual who is legally authorized to witness signatures and attests to your identity while you affirm that the information contained in the affidavit is true and correct to the best of your knowledge.

Notary publics are typically available at county offices, banks and libraries.

A valid license or form of identification is necessary for a notary to verify your identity and the affidavit.

Obtaining a notarized affidavit

1. Print a copy of the notarized affidavit form. It's found under the Become a Court Interpreter tab (Character & Fitness Requirements) on the Interpreter Resources page on mncourts.gov.

2. Locate a notary to work with.

3. Sign the affidavit with the notary.

4. Scan the notarized affidavit to a computer, then save it to the computer.

5. Upload the notarized affidavit in the Interpreter Resource Management Application (IRMA), then follow the steps below.

Upload an affidavit

1. Click **Profile**.

2. Click **Registrations** .

3. Click the Affidavits down arrow.

4. Click **Upload Affidavit**.

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5. Click **Choose File** and double-click the affidavit document. The affidavit needs to be a PDF document.

6. Click **Save**.

ℹ️ The document will appear under Document name and the status will be pending until a system administrator approves it.

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