

Date: 10.10.2002

Subject: Mandatory Translation of Official Correspondence for Cross-Border Communication

Issued by: Public Service Language Office – External Affairs Coordination Unit

As part of the Ministry's alignment with EU correspondence standards, all departments sending official communications to non-German recipients (e.g., cross-border agencies, foreign nationals) must attach **certified translations** in at least one of the EU's official working languages, effective **November 1st**.

This policy applies to:

- Finalized fine notifications involving foreign drivers
- Correspondence with foreign insurance or car rental companies
- Appeal notices addressed to non-German citizens

Departments are encouraged to begin submitting their commonly used templates to the Translation Services Portal by October 15 to avoid processing delays.

Note: This requirement is limited to **outbound communication**. Internal workflows, enforcement criteria, and local documentation policies remain unaffected.

Failure to comply may result in processing delays or appeals being dismissed on procedural grounds.