

Who is CEOTIS?

CEOTIS – Central Eastern Ontario Translation and Interpretation Services is housed at Quinte Immigration Services in Belleville. Our agency has provided precise, immediate, accurate and confidential linguistic translation and interpretation services to a large number of agencies, businesses and individuals for over 10 years. We are pleased to create an improved link between service professionals and limited-English speakers in over 125 languages.

We service the region from Lindsay to Brockville, Ontario, for both translations and interpretations.

Mission and Goals

- Effective communication between agencies or professionals and non-English speaking clients through competent well trained, ethical, impartial and linguistically fluent interpreters.
- Equal access and equitable treatment for non-English speakers to Community Services in the fields of law, health, education, social services and immigration.
- Through the adherence of provincial standards for interpretation, service providers and service systems will be more responsive to the diverse needs of our multicultural community.



“CEOTIS offers a friendly, accommodating service. The interpreter was professional, while being respectful and sensitive to the needs of our clients in their particular context.”

- Brad Beale, Quinte Interfaith Refugee Sponsorship Committee

Translation Document Drop-off Locations

Belleville

QUIS – Quinte Immigration Services
41 Octavia St, Unit 301, Belleville, ON K8P 3P1

Kingston

ISKA – Immigrant Services Kingston and Area
263 Weller Ave, Kingston, ON K7K 2V4, Canada

Kingston – ACFOMI Immigrant Services
Barriefield Centre, 760 Hwy 15, Kingston, ON K7L 5H6

Northumberland

The Help Centre
1005 Elgin St W, Suite 301, Cobourg, ON K9A 5J4

CEOTIS makes its services available to all members of the community for a reasonable fee.

Please contact us for more information.

1-888-968-1065
24 HOURS, 7 DAYS A WEEK

CEOTIS

Central Eastern Ontario
Translation and Interpretation Services

41 Octavia Street

P.O. Box 22141

Belleville, Ontario K8N 5V7

Phone: 613-968-1065

Toll Free: 1-888-968-1065

Fax: 613-968-2597

E-Mail: ceotis@quinteimmigration.ca



A division of
Quinte Immigration Services

Service
Provider



Limited-
English
Speaker

Interpreter

CEOTIS

Central Eastern Ontario

Translation and Interpretation Services



Breaking the Barriers to
Communication

Contact us for your translation
and interpretation needs!

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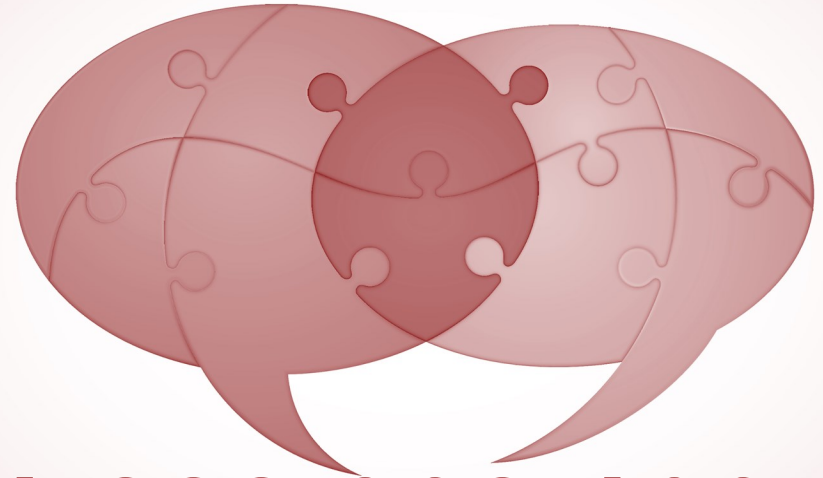
Languages Available

Afrikaans*	Croatian	Igbo*	(Kurmandji)*	Otjiherero*	Swedish
Akan*	Czech	Ilocano*	(Sorani)*	Pashtu*	Tagalog*
Albanian*	Danish*	Ilongo	Kutchi*	Persian	Taishan*
Amharic*	Dari*	(Hiligaynon)*	Laotian*^	Polish^	Taiwan*
Arabic	Dutch	Indonesian^	Latvian (Lettish)*	Portuguese^	Tamil^
Armenian*	Esan*	Italian^	Lebanese*	Punjabi^	Tatar*
Assyrian*	Estonian*	Jamaica Patois*	Lingala*	Gurumukhi*	Telugu*
Azeri*	Fanti*	Japanese	Lithuanian*	Rohingya*	Thai*^
Bengali*	Farsi^	(Additional Costs)	Low German*	Romanian	Tibetan*
Berber*	Finnish	Kalenjin-	Macedonian+	Russian^	Tigrigna*
Bikol*	Flemish*	Kalenjin-	Malay^	Senegalese*	Tshiluba*
Bosnian*	French^	Kipsigis*	Malayalam*	Serbian+	Turkish^
Bulgarian*^	Fujian *	Kalenjin-Nandi*	Maltese*	Serbo-Croatian	Turkmen*
Burmese*^	Fuzhou*	Kannada*	Mandarin	(Bosnian)*	Twi*
Cambodian*^	Georgian*	Karen*^	(Modern	(Croatian)*	Ukrainian^
Cantonese	German^	Khmer*	Chinese)^	(Serbian)*	Urdu^
(Traditional Chinese)^	Gofigna*	Khrghyz*	Marathi*	Shanghainese*	Uzbek*
Catalan	Greek^	Kinyarwanda*	Min Nam	Sinhala*	Vietnamese^
Chaldean*	Gujarati^	Kirundi*	(Hokkien)*	Slovak	Yoruba*
Chiu Chow	Hakka*	Konkani*	Nepali*	Slovenian*	
(Chaozhou)*	Hebrew	Korean	Norwegjan	Somali*	
Creole*	Hindi^	Kurdish	Nuer*	Spanish^	
	Hungarian	(Bahdini)*	Oromo*	Swahili*	

+ TRANSLATION ONLY
 * INTERPRETATION ONLY
 ^ VIDEO CONFERENCING

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Translation

Translation occurs when written documentation in one language is rendered in writing into another language and expresses the same meaning. Translated documents can also be formatted in non-Roman characters depending on your translation needs.

TRANSLATOR QUALIFICATIONS

Our translators are:

- Located in Canada
- Precise and ensure confidentiality
- ATIO certified (*Association of Translators and Interpreter of Ontario*)

OBTAINING A TRANSLATOR

- For convenience, offices for original document drop off are located in Kingston and Belleville
- Minimum deposit required
- All documents must be quoted to provide accurate fees
- Quotes take 1 to 2 business days
- Completed in 7 business days or less

Our translated documents are guaranteed to be accepted by municipal, provincial and federal levels of Canadian government.

Interpretation

Interpretation is the act of providing oral communication between or amongst speakers who speak different languages. Our interpreters can be booked to facilitate your communication with a person/client who speaks limited English.

Sign language interpretation is not available.

INTERPRETER QUALIFICATIONS

Our interpreters are:

- Interviewed and screened for professional interpreter training and language testing
- Cleared by a police check and insured

INTERPRETATION OPTIONS

Our skilled interpreters are available 24 hours a day, 7 days a week for the following services:

FACE-TO-FACE

An interpreter arrives in person to your office or off-site location. Documents requiring clients' signatures can be read aloud to ensure complete comprehension.

\$55.00/hour (2 hour minimum)

\$60.00/hour (2 hour minimum) for Statutory Holidays and After Hours (8pm – 8am)

*Additional charges for travel time and mileage over 50km round trip.

TELECONFERENCE

Interpretation is provided by telephone.

\$55.00/ hour (1 hour minimum)

\$60.00/hour (1 hour minimum) for Statutory Holidays and After Hours (8pm – 8am)

*Long distance charges may apply.

NEW VIDEO CONFERENCE

the interpreter will contact the service provider and limited English speaker at a requested account via Skype.

\$55.00/ hour (1 hour minimum)

\$60.00/hour (1 hour minimum) for Statutory Holidays and After Hours (8pm – 8am)

****To use Video Interpretation, you must be registered with CEOTIS as a Skype contact****

MESSAGE RELAY

Short messages such as appointment reminders, medical instructions, eligibility requirements, etc. are provided by telephone.

\$30.00 flat rate

\$40.00 flat rate for Statutory Holidays and After Hours (8pm – 8am)*Long distance charges may apply.

SCHEDULING AN INTERPRETER

We will require the following Information:

- Agency Name
- Name of requesting party
- Agency phone number and address
- Language requested
- Limited-English speaker's name
- Type of service required
- Appointment date, time and address

Appointments cancelled with less than 24 hours notice are subjected to cancellation fees.