Interpretation Request Form

Please fill out the request form as completely as possible. This request is NOT a confirmation of an interpreter. We will contact you as soon as your request has been received. Submit Request Form via email to the: Interpreter Coordinator at javier.garcia@mixteco.org; interpreters@mixteco.org; cc’ arcenio.lopez@mixteco.org. If you would like to inquire about the status, please contact Javier Garcia at (805) 270-9483. Thank you.

SECTION I:
Today’s date: _________ Agency Representative: ____________________________
Phone #: (___) ____________ Agent Email: ____________________________
*In-person and telephonic interpreter services are delivered bilingually. Trilingual interpretation is limited; if available it can possibly be arranged with advanced notice. Please note client’s community of origin, if known: (ex. San Martin Peras, San Martin Mixtepec, San Francisco Hijos, etc):
___________________________________________________________________________

Client Information:
Name of the Client (Parent/Guardian): __________________ Client Case #: __________
Name of the Client (Child/Student): __________________ Client Case #: __________
Program Code: _______ Unit Code: _______ PO#: __________ JOB ID# _______
Additional Information: __________________________________________________________
*Any additional information about this appointment that would be helpful for us to know when choosing among our interpreters? (i.e. sensitive women’s appointment, so prefer woman)

Appointment Date & Location:
Date (s) _________ to __________ Time (s) _________ to __________
Service Site Name: __________________________________________________________
Service Site Address: _________________________________________________________
On Site Point of Contact:
Name: __________________ Phone: _____________ Email: _______________________

SECTION II: Please mark service needed:
____ In-Person Interpretation, ______ Over-the-Phone Interpretation _____ Video Interpretation
*If interpretation is needed over phone, please provide the following information:
Name of the person we are contacting: __________________ Phone Number: ___________

SECTION III: Purpose of Interpretation
Type of event: ____________ (one-on-one, conference, presentation, etc.)
Technical language: ____________ (educational, mental health, social, etc.)
Purpose of interpretation: _______________________________________________________
Estimated number of audience members: _______ In order for us to support with quality interpretation we recommend advanced preparation time with your agency representative, if applicable. If so, please list estimated preparation time: _______ (hr/min) Date: _______ Time: _______

SECTION IV: Submit Request Form via Email to: Interpreter Coordinator
javier.garcia@mixteco.org; interpreters@mixteco.org; cc’ arcenio.lopez@mixteco.org;
Indigenous Interpreter Cell: (805) 270-9483, Office: (805) 483-1166 ext._329

Agency name__________________