



Please Fill Out All Applicable Fields

Today's Date:	Date of Service:	Start Time:	Finish Time:
Department:	Division:	Requestor's Name:	Requestor's Phone:
Requestor's Email:	Requestor's Supervisor:	Signature:	
Department Contact Person at Assignment:		Department Contact Phone at Assignment:	
Street Address of Assignment	Building Name:	Floor:	Suite/Room:
Cross Streets:		City:	Zip:

Interpreting Accommodation is for: <input type="checkbox"/> Consumer <input type="checkbox"/> Employee	Name of Consumer/Employee:
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What Type of Interpreter is needed (choose one):

American Sign Language Oral (speech reading)

Spanish Sign Language Pidgin Signed English (or Manually Coded English)

Sign Language

Describe the Setting for the Assignment (check all that apply):

Training Job Interview Lecture

Individual (one-on-one) Group Situation Platform/stage

Film/Video darkened room Outdoor

Other (please specify) _____

Describe the Interpreting Situation (please be specific):

Sending Invoice to (County Department/Agency Name and Address):

County of Riverside

County Department/Agency: _____

Division: _____

Address: _____

City, State, Zip: _____

Attention: _____

Department Use Only		
Interpreter Name:	Agency:	Date Received:

Requests made with less than 72 hours advance notice may be subject to a higher than standard interpreter charge. Email or fax this completed form to one of the County-approved vendors for processing. **For additional instructions and vendor contact information, please see Page 2 of this form.**

Sign Language Interpreter Requests Ordering Information

INTERPRETER REQUEST FORM

- Found on Human Resources/Disability Access Office website under the Forms page.
- Department requesting interpreter completes all information in fields as indicated.

SCHEDULING INTERPRETER

- Email or Fax completed form to one of the sign language vendors listed below.
- If the request is within 72 hours of the appointment, it is highly recommended that the vendor be contacted by telephone prior to submitting the Sign Language Interpreter Request Form.
- Vendor shall provide email and/or fax confirmation that the form was received.

INTERPRETER CONFIRMATION

- As soon as an interpreter is available and assigned for the time and date requested, the vendor shall send a confirmation of the appointment to the requestor. (It is also recommended that you calendar a follow-up reminder to check with the vendor at least 24 hours in advance of the time and date requested.)
- If the vendor is unable to fill the assignment, their staff should advise you at least 24 hours prior to that assignment. You may also request an earlier update, if needed for your particular situation.

CANCELLATION

- Vendors must be notified in writing (either email or fax) if any request needs to be cancelled.
- Rise Interpreting requires notice of cancellation at least 48 hours prior to the scheduled appointment in order to avoid fees (other vendors require 24 hours' notice).

BILLING

- Requesting agency/department is responsible for paying interpreter charges and will be billed directly by the vendor. To avoid billing delays, thoroughly complete the billing information at the bottom of the Sign Language Interpreter Request Form.

VIDEO REMOTE INTERPRETING

- Video remote interpreting is available through each of the approved vendors listed below. Please contact the vendor for additional information.

County Approved Vendors

HANNA INTERPRETING SERVICES LLC

CONTRACT I.D #: PSA-0003899
10783 Jamacha Blvd., Ste 8
Spring Valley, CA 91978
General Number: 855-777-8007
After Hours: 619-741-0000
Fax: 619-741-0017
Email: info@hannais.com
Website: <http://hannais.interpreterintelligence.com/>

NATURAL LANGUAGES, LLC

CONTRACT I.D. # PSA-0003900
13536 Lakewood Blvd., Ste 103
Bellflower, CA 90706
General Number: 201-984-2505
Fax: 201-984-2507
Email: coordinator@naturallanguages.net
Website: <https://www.naturallanguages.net/>

INTERPRETERS UNLIMITED, INC.

CONTRACT I.D.#: PSA-0003843
10650 Treena Street, Ste 308
San Diego, CA 92131
General Number: 800-726-9891
Fax: 800-726-9822
Email: info@interpreters.com
Website: www.interpreters.com

RISE INTERPRETING, INC.

CONTRACT I.D.#: PSA-0003891
6887 Magnolia Ave
Riverside, CA 92506
General Number: 951-565-4422, Option #1
After Hours: 951-565-4422, Option #9
Fax: 951-335-0064
Email: info@riseinterpreting.com
Website: <https://riseinterpreting.com/>