



## APPLICATION TO PROVIDE INTERPRETER SERVICES

(Information regarding requirements, business practices and standards provided on next page.)

The Department of State reserves the right to approve or deny this application or to remove your name from the active interpreter list (for permanent interpreter requests) at any time. As a condition of approval, a Department of State representative may, at any time, monitor a test(s) you give to determine your suitability to interpret in the language.

<b>Interpreter Request Type</b>  <input type="checkbox"/> <b>One-Time-Only (Complete Part 1 below &amp; sign)</b>  <input type="checkbox"/> <b>Permanent (Complete entire application &amp; sign)</b>	All applications for <b>ONE-TIME-ONLY</b> interpreters must include: 1. Completed and signed application to provide interpreter services  All applications for <b>PERMANENT</b> interpreters must include: 1. Completed and signed application to provide interpreter services 2. Two handwritten (legible) letters of recommendation
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### Part 1: Applicant Information (All Fields Must Be Completed to Process Application)

Full Name	First	Middle	Last	Date of Birth
Address of Residency (House/Apt. Number, Street, City, State, ZIP)				
Home Phone	Business Phone		Michigan Driver's License or Identification Card Number:	
For which language(s) will you be providing interpreter services?				
Secretary of State office or general area (for permanent interpreter applicants) where you will provide interpreter services?				

<b>For One-Time Interpreter Applicants Only (this field must be completed)</b>	
Test Taker's Name:	Test Taker's DOB:

### Part 2: Reference Information

Applicant's Current Employer		
Address		City
ZIP Code	Supervisor Name	Phone Number

### Part 3: Other Related Information

Are you affiliated with an organization that provides interpreter services to clients or the general public?  
 Yes  No Organization Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Do you regularly interpret for courts, administrative hearings, other legal entities or service organizations? If yes, please list below:  
 Yes  No \_\_\_\_\_

<b>CERTIFICATION</b> My signature certifies that I request to serve as a volunteer interpreter for the administration of driver's license tests for the Michigan Department of State. I have read and agree to all the requirements of the Interpreter Program. All information provided on this application is true to the best of my knowledge. I will not charge money or accept other compensation for providing this service. I further agree I will not coach or otherwise assist the driver's license applicant on correct responses to driver's license test questions. I authorize the Department of State to obtain a background check of criminal convictions to be considered for approval to interpret the driver license test.  _____ Signature of Applicant  _____ Date	Mail or fax completed form to:  Michigan Department of State Investigations and Inspections Support Section P.O. Box 30708, Lansing, MI 48909 Phone: (517) 335-0991 Fax: (517) 373-8766  Please Note: After a one-time-only applicant has interpreted for a customer, he/she will be ineligible to interpret again for one year.
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## **INTERPRETER REQUIREMENTS**

The Investigations and Inspections Support Section approves interpreters who provide spoken assistance for branch office customers. Interpreters will be listed on a Department Approved Interpreter list available to any interested customer requiring the services of an Interpreter at a branch office. Individuals approved as interpreters volunteer their services and cannot receive compensation.

### **SECTION 1: BUSINESS PRACTICES**

#### 1.1 – Conduct

Interpreters should conduct themselves professionally. Each interpreter is required to meet the following standards:

- Interpreters shall look professional in grooming, attire and general appearance.
- Interpreters shall not eat, drink or consume tobacco products during any part of administering the driver's license test.
- Interpreters shall not use a cell phone during any part of a test. A cell phone may be on, but it must be set to not produce an audible ring tone.

#### 1.2 – Performance

Interpreters shall meet the following performance standards:

- Interpreters must have the education and/or sufficient knowledge of the specified language to meet the needs of the customer.
- Interpreters shall submit to performance reviews upon request by Department of State personnel.
- Interpreters shall be willing and able to regularly conduct testing.

### **SECTION 2: STANDARDS**

#### 2.1 – Criminal History Standards

Each interpreter must meet criminal history standards prescribed by the department. The interpreter agreement shall be denied or terminated if the interpreter is, or has been, convicted of:

- Criminal assault in any degree.
- Assault with intent to commit criminal sexual conduct in any degree.
- Attempted criminal sexual conduct in any degree.
- Felonious assault, abuse, cruelty, torture or indecent exposure.
- Any drug-related conviction.
- A crime for which the use or threat to use physical force is an element
- A crime for which fraud is an element.
- Any conviction the department determines could compromise the integrity of the interpreter program.

#### 2.2 – Driving Record Standards

The agreement shall be terminated if any interpreter is convicted of, or has been convicted of within the past 10 years:

- Any violation of 625 of the Michigan Vehicle Code (MCL 257.625) or an equivalent law in another state or province.
- Operating a motor vehicle causing the death or serious impairment of a body function of another person while one's license is suspended, revoked, denied or one is unlicensed because application for a license has never been made.
- Refusal to submit to a chemical test for bodily alcohol content.
- Manslaughter by motor vehicle.
- Negligent homicide by operation of a motor vehicle.
- Felonious driving.
- A felony in which a motor vehicle was used.
- Reckless driving.
- Fleeing and eluding a police officer or conservation officer.
- Unlawful driving away of a motor vehicle.
- Failure to stop and identify one's self after a personal injury or property damage accident.
- A financial responsibility suspension.
- An unsatisfied judgment conviction.

The interpreter agreement shall be terminated if, during the past three years:

- The interpreter's driver's license has been suspended, revoked, denied, canceled or disqualified, or subject to any action ordered by the department or a court. This does not include failure to appear in court or failure to comply with judgment suspensions unless there are more than two such suspensions.
- The Interpreter has been convicted or determined responsible for traffic violations in relation to more than 1 motor vehicle accident.
- The interpreter has 6 or more active points on his or her driving record.
- The interpreter is convicted of crime as described in 2.1.