



**APPLICATION TO PROVIDE VOLUNTEER INTERPRETER SERVICES**

<b>Interpreter request type (Check one)</b>			
<p><b>One-time only</b> (Read the MDOS Volunteer Interpreter Program Requirements on page 2 and then complete parts 1, 2 and 5)</p> <p><b>Permanent</b> (Read the MDOS Volunteer Interpreter Program Requirements on page 2 and then complete parts 1, 3, 4 and 5)</p> <p>Applications for permanent interpreters are accepted only from <b>Oct. 1 through Nov.15 of each year</b></p>			
<b>Part 1: Interpreter information (All requests)</b>			
Full name			Date of birth
Residence address (House / apartment number / street / city / state / ZIP code)			
Contact phone number	Email address		Michigan DLN/ID
List the foreign language(s) for which you will provide interpreter services			
<b>Part 2: Test-taker information (One-time interpreters only)</b>			
Full name	Date of birth	Michigan DLN/ID	Branch location for testing
<b>Part 3: Employer and unrelated personal reference information (Permanent interpreters only)</b>			
Current employer name			
Street address		City / state / ZIP code	
Supervisor name / title		Contact phone number	
Name of unrelated personal reference		Occupation	
Street address	City / state / ZIP code	Contact phone number	
<b>Part 4: Service area (Permanent interpreters only)</b>			
List a <b>maximum of 3</b> SOS branch offices that you would like to be considered to provide interpreter services:			
<b>Part 5: Interpreter certification (Must be signed and dated for all requests)</b>			
<p>My signature below signifies that:</p> <ul style="list-style-type: none"> <li>I am requesting to participate as an <b>unpaid volunteer</b> for the MDOS Interpreter Program that allows only MDOS-approved persons to provide interpretive assistance to non-English speaking driver's license applicants who are taking the necessary knowledge tests;</li> <li>I understand that interpreters are not permitted for any Commercial Driver's License tests; I have read, understand, agree to and meet the MDOS Interpreter Program requirements, business practices and standards listed on page 2;</li> <li>I authorize MDOS to obtain a driving record history on myself as part of the Interpreter Program approval process;</li> <li>I understand that I must submit a <a href="#">Michigan State Police Internet Criminal History Access Tool (ICHAT) report</a> with my application that is dated no more than 15 days prior to receipt of the application. <b>(Applies to permanent applications only);</b></li> <li>I understand MDOS reserves the right to authorize or deny interpreter applications, add or remove names from the permanent interpreter list or change program requirements at any time;</li> <li>I understand that if authorized as a "one-time interpreter," I am not eligible to interpret again for one year from the date of approval for the service;</li> <li>I understand, if approved as a permanent interpreter, I must re-apply every two years to remain active;</li> <li>I understand that an incomplete or falsified MDOS interpreter application will not be accepted;</li> <li>I understand that improperly assisting applicants with their driver's license test is illegal;</li> <li>All information entered on this form is true to the best of my knowledge.</li> </ul>		<p>Mail, fax, or email completed form to:</p> <p><b>Michigan Department of State Enforcement Division P.O. Box 30708 Lansing, MI 48909 Phone: 517-335-0991 Email: SOS-OIS@Michigan.gov</b></p>	
<p>_____ Interpreter signature / Date</p>			

# MDOS Volunteer Interpreter Program Requirements

The Michigan Department of State (MDOS) reserves the right to authorize or deny any interpreter application; add or remove published names, or change the volunteer interpreter program requirements at any time. Before approval, interpreters must submit a completed and signed application as well as meet certain business practices, criminal history, and personal driving record criteria prescribed by MDOS that are detailed in Sections 1 and 2 below. A violation of certain mandatory interpreter business practices as well as any of the interpreter standards will result in immediate and permanent denial or dismissal from the program. **Interpreter services are not permitted during the administration of any Commercial Driver's License tests.**

## SECTION 1: BUSINESS PRACTICES

### 1.1 – Conduct

- Interpreters shall not charge money or accept other compensation for providing this service.
- Interpreters shall look professional in grooming, attire, and general appearance.
- Interpreters shall not eat, drink, or consume tobacco products during the driver's license test.
- While assisting with driver's license tests, interpreters shall conduct themselves professionally and must not coach or otherwise provide any test responses to the applicant.
- During the driver's license test, interpreters are restricted to speaking only the exact exam questions to the test taker and unless approved, shall not use any alternate communication methods or use any other communication apparatus. All electronic communication devices such as cell phones, tablets, laptop computers, etc., shall be powered off and stowed **by both the tester and the interpreter. Failure to comply with this practice will result in the tester being suspended from testing for 60 days, and the interpreter will be removed from the MDOS permanent interpreter list.**

### 1.2 – Performance

- Interpreters must have sufficient knowledge of the specified language to meet the needs of the customer.
- Once approved and listed, permanent interpreters must be willing and able to regularly provide interpreter services.
- MDOS will monitor and review interpreter-assisted driver's license tests at any time by any means to determine interpreter competency and compliance with program requirements, including but not limited to audio and video recordings of testing sessions.

## SECTION 2: STANDARDS

### 2.1 – Criminal history standards

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 MDOS determines could compromise the integrity of the interpreter program.

### 2.2 – Driving record standards

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

- 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 denied or 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 MDOS 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 is convicted of, or determined responsible for, traffic violations related to more than one (1) motor vehicle accident.
- The interpreter has six (6) or more active points on his or her driving record.
- The interpreter is convicted of any crime described in 2.1.