

## Interpreter Request Form

**Instructions** *Follow these instructions to request funding and book an interpreter.*

1. **Complete** form and fax to MPU on **(02) 9244 5381**.
2. **If approved**, MPU will fax you a Funding Approval Number.
3. **Write** Funding Approval Number on Interpreter Request Form in box provided. → 

<b>Funding Approval No.</b>
4. **Fax** form to service provider: Department of Immigration and Indigenous Affairs (DIMIA) or Community Relations Commission (CRC). Ensure Funding Number has been entered.

Notes: • A separate **Interpreter Request Form** and **Funding Approval Number** is required for each assignment.  
• Allow 5 – 10 working days to book an interpreter for an on-site visit.

*Please ✓ appropriate box*

**A. Interpreting Service Provider**

*(provide details – refer to information on service providers)*

**DIMIA** Fax No.: **1300 654 151**

Telephone Interpreter Service Client Code No.	<b>C 018294</b>
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**OR**

**CRC** Fax No.: **(02) 8255 6711**

**B. School/district details**

*Note: phone and fax numbers are essential.*

Name of school/office \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

School code \_\_\_\_\_ Contact person \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**C. Assignment details**

**Person requiring interpreter**     male     female     parent/guardian     student  
 other \_\_\_\_\_

Family name (if known) \_\_\_\_\_

Given name \_\_\_\_\_

**Type of assignment** — requirements or nature of appointment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific location of assignment \_\_\_\_\_

Date of assignment \_\_\_\_\_ Starting time \_\_\_\_\_ Expected duration \_\_\_\_\_

Language required \_\_\_\_\_

Any special requirements \_\_\_\_\_

*Phone to check your bookings (if required):*  
**DIMIA Phone: 1300 655 082**  
**CRC Phone: 1300 651 500**