

DEPARTMENT OF HEALTH  
DIVISION OF POLICY AND PERFORMANCE  
1190 St. Francis Drive, Santa Fe, NM 87502  
Facsimile # 827-2942

**ENGLISH – SPANISH INTERPRETING SERVICES REQUEST FORM**

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Division/ Bureau/ Office: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_  
e-mail: \_\_\_\_\_

**Description of Interpreting Services:**

(Attach **documents** that will be used for the presentation, hearing or relevant event for which interpreting services are requested)

Interpreting Services are requested for one of the following:

- Public Hearing
- Conference/ Summit
- Special event with foreign delegation
- Other (please specify, needs approval by DPP) \_\_\_\_\_

Name and length of the event for which interpreting services are requested, attach agenda if you have one  
(e.g. Asthma Summit, 8 hours): \_\_\_\_\_

How many people require interpreting at the same time?

- 1 person
- 2 people
- 3 to 5 people (maximum)

Where will the event take place? (Indicate complete address)

- Santa Fe \_\_\_\_\_
- Albuquerque \_\_\_\_\_
- Other (within 60 miles of Santa Fe) \_\_\_\_\_

Date of the event: \_\_\_\_\_

(Approved and signed requests must have been received at least 2 weeks prior to the date of the event)

Describe the audience that will be receiving the interpreting services (e.g. literacy level, specialized conference for lay people/doctors/epidemiologists, etc. any comment that will help the interpreter adjust the interpreting services as needed):

\_\_\_\_\_

Other comments: \_\_\_\_\_

Division Director or Deputy Director: \_\_\_\_\_

(A Division Director or Deputy Director must sign all requests)

After receiving your request, the contact person will be notified about the decision regarding the provision of the interpreting services.

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For DPP use only:

- Request approved
- Request denied, (specify reason for denial) \_\_\_\_\_

Date and times for required interpreting \_\_\_\_\_

Event Name and Location \_\_\_\_\_

Services provided by \_\_\_\_\_ on \_\_\_\_\_