



**IMMIGRANT SERVICES CALGARY**  
**INTERPRETATION REQUEST/PRE-APPROVAL FORM**  
Please complete clearly and fax to Language Bank at (403) 265-1167  
or email [interpret.lb@immigrantservicescalgary.ca](mailto:interpret.lb@immigrantservicescalgary.ca)

Date (M/D/Y): \_\_\_\_\_

Service Required:  In-Person     Phone Conference     Message Relay     Other Specify: \_\_\_\_\_

<input type="checkbox"/> Agency	<input type="checkbox"/> Children's Services	Site: _____
<b>Name of Agency</b> _____	<b>Program</b> _____	
<b>Name of Requesting Staff</b> _____	<b>Telephone</b> _____	
Fax _____	<b>Email</b> _____	
Name of the staff who will be using interpreter (if different) _____		

<b>Request &amp; Payment Approval (if relevant)</b> _____		
	Signature _____	Manager's Name _____
<b>Billing Person's Name</b> _____	Telephone _____	
<b>Email Address for Invoice</b> _____		
Address _____		Postal Code _____

Agency File No. _____		
Client's Last Name _____	First Name _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
Other names and relationship (if relevant) _____	Telephone _____	
Address (optional) _____	Postal Code _____	
Client's Country of Birth (optional) _____	Client's Date of Birth (optional) _____	
How long the client/family has lived in Canada (optional): _____		

<b>LANGUAGE/DIALECT REQUIRED</b>			
<b>Service Date (M/D/Y)</b> _____	<b>Time</b> _____	<b>Duration of Service Book</b> _____	Hours _____ Minutes _____
Other <u>options</u> of date and time (if possible): _____			
<b>Service Date (M/D/Y)</b> _____	<b>Time</b> _____	<b>Duration of Service Book</b> _____	Hours _____ Minutes _____
<b>Reason for Interpretation</b>	<input type="checkbox"/> Health	<input type="checkbox"/> Employment	<input type="checkbox"/> Education <input type="checkbox"/> Legal <input type="checkbox"/> Community Service <input type="checkbox"/> Public Knowledge <input type="checkbox"/> Other
<b>Description</b>	_____		
<b>Location of Interpretation</b>	_____		
Should the interpreter contact	<input type="checkbox"/> the requestor or	<input type="checkbox"/> client before the assignment?	_____
<b>Other Comments</b>	_____		

<b>TO BE COMPLETED BY LANGUAGE BANK</b>	
Language Bank File No _____	Name of Interpreter _____
Request processed by _____	Date _____