

INTERPRETER REQUEST FORM (ASSIGNMENTS 3 HOURS OR LESS)

Instructions:

1. Download, complete and email this form to make bookings with Multicultural NSW, Deaf Connect, Hunter New England Local Health, 1 Wave, Speak Your Language or other provider (email addresses shown below). (Fields marked with an *asterisk are mandatory.)
2. Wait for a booking confirmation from the provider.
3. If no confirmation has been received within 48 hours of submitting your request, phone your provider to check the booking. (See phone numbers below.)

Note the following:

- A separate Interpreter Request Form is required for each interpreter request. If two or more interpreters are required for the same language, date and time please write eg (1 of 2), (2 of 2) etc after the language name.
- Allow up to 5 working days to book an interpreter for an on-site in person assignment depending on the language required.
- For more information email: [interpreting @det.nsw.edu.au](mailto:interpreting@det.nsw.edu.au) or phone 7814 3124.

A. Interpreting service provider	<p><i>*Click the arrow to choose one of the following service providers</i></p> <p>Insert name of other provider, if applicable</p>		
B. School contact details	<p>*Name of school/education office</p> <p>*Contact person</p> <p>*Contact person position</p> <p>*Contact person email address</p> <p>*Contact person phone *Date</p>		
C. Assignment details	<p>Family name Given name</p> <p>*Language required</p> <p>*Type of assignment eg parent/teacher interview</p> <p>*Assignment requirements eg video, on-site</p> <p>Assignment address for on-site interpreting</p> <p>Zoom meeting link, if applicable</p> <p>Specific location of assignment if in school e.g. hall, office, library</p> <p>*Date of assignment *Start time *Finish time</p> <p>Special requirements</p>		
Telephone Interpreter Service	INTERPRETING PROVIDERS CONTACT DETAILS		
<p>Phone number 131 450</p> <p>Client code C018294</p>	<p style="color: red; text-align: center;">SEND FORM TO CORRECT PROVIDER EMAIL</p> <p>Hunter New England Local Health email: HNELHD-multiculturalhealth@health.nsw.gov.au</p> <p>Multicultural NSW email: languageservices@multicultural.nsw.gov.au</p> <p>Deaf Connect email: interpreting@deafconnect.org.au</p> <p>Speak your Language onsite@syl.com.au</p> <p>1 Wave email: booking@1wave.com.au</p>		<p style="text-align: right;">CONTACT PHONE NUMBERS</p> <p style="text-align: right;">Hunter New England Local Health 4924 6285</p> <p style="text-align: right;">Multicultural NSW 1300 651 500</p> <p style="text-align: right;">Deaf Connect 1300 773 803</p> <p style="text-align: right;">Speak Your Language 1300 000 795</p> <p style="text-align: right;">1 Wave 1300 805 863</p>