

FOREIGN LANGUAGE INTERPRETER REGISTRATION

INSTRUCTIONS

All foreign language interpreters providing services in Alabama's courts must now register with the Alabama Administrative Office of the Courts (AOC) by completing, signing and returning the attached Registration Form to the AOC. Upon reviewing the Registration Form and conducting a successful background check, the AOC will send the registered interpreter additional information regarding ethical and professional conduct, and interpreter qualifications and certification.

The AOC will list each eligible registered foreign language interpreter on an AOC Foreign Language Services Registry. This Registry will be made available to all judges, attorneys and to the general public.

To remain eligible as a registered interpreter and listed on the AOC FLS Registry, the interpreter shall meet all interpreter requirements established by law or rule; shall abide by all ethical and professional behavior policies; and shall meet and abide by the qualification and certification policies and procedures established by the Alabama Administrative Office of Courts.

This form is for interpreter foreign language registration only. Any application for interpreter orientation, education and/or testing will be by separate form.

By completing, signing and returning this registration form to the Alabama Administrative Office of Courts, the interpreter understands and agrees that the AOC will conduct a criminal background check, and may seek further information regarding the interpreter's character, qualifications and work performance.

Answer questions for each period of employment; include previous employment with the State of Alabama, military service, and related volunteer work. Begin with your present or last position.

A. Title of present or most recent position _____ **Starting Salary** _____ **Last Salary** _____

| | | | |
|---|------|------|--|
| Date employed _____ | | | Name & Title of supervisor _____ No. emp. superv. by you _____ |
| Date separated _____ | | | |
| Full-time | Yrs. | Mos. | Employer _____ Address _____ |
| Part-time | Yrs. | Mos. | |
| If part-time, no. of hrs. worked /wk. _____ | | | Duties _____ |
| | | | Reason for leaving _____ |

B. Title of next most recent position _____ **Starting Salary** _____ **Last Salary** _____

| | | | |
|---|------|------|--|
| Date employed _____ | | | Name & Title of supervisor _____ No. emp. superv. by you _____ |
| Date separated _____ | | | |
| Full-time | Yrs. | Mos. | Employer _____ Address _____ |
| Part-time | Yrs. | Mos. | |
| If part-time, no. of hrs. worked /wk. _____ | | | Duties _____ |
| | | | Reason for leaving _____ |

C. Title of next most recent position _____ **Starting Salary** _____ **Last Salary** _____

| | | | |
|---|------|------|--|
| Date employed _____ | | | Name & Title of supervisor _____ No. emp. superv. by you _____ |
| Date separated _____ | | | |
| Full-time | Yrs. | Mos. | Employer _____ Address _____ |
| Part-time | Yrs. | Mos. | |
| If part-time, no. of hrs. worked /wk. _____ | | | Duties _____ |
| | | | Reason for leaving _____ |

CERTIFICATION AND CONDITION OF CERTIFICATION

I certify that the statements on or attached to this application are true and correct to the best of my knowledge. I know that any false statements may cause me to be denied registration or certification, the chance for testing, or to be removed from an interpreter register. I authorize the release of all prior employment, military service, academic/school and criminal records and authorize the U.J.S. to contact my present and past employers regarding my character, qualifications and/or work performance. I also understand and agree that foreign language interpreter services shall be compensated pursuant to Ala. Code (1975) § 15-1-3 or as otherwise allowed by law.

Date _____ Applicant's Signature : _____

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| | Yes (X) | No (X) | AVAILABILITY SCHEDULE | | | | | | | |
|---|---------|--------|---|-----|-----|------|-----|------|-----|-----|
| | | | DAY | SUN | MON | TUES | WED | THUR | FRI | SAT |
| Do you have a valid Alabama driver's license? If yes, the driver's license # _____ | | | HOURS: from | | | | | | | |
| | | | HOURS: to | | | | | | | |
| Are you fluent in speaking the English language? | | | | | | | | | | |
| Are you associated with/related to anyone in the Alabama Court System? | | | GIVE DETAILS (use additional paper, if necessary) | | | | | | | |
| Have you ever provided foreign language interpreter services in Alabama's courts? | | | GIVE DETAILS (use additional paper, if necessary) | | | | | | | |
| HOW DID YOU LEARN ABOUT OPPORTUNITIES FOR PROVIDING FOREIGN LANGUAGE INT. SERVICES IN ALABAMA'S COURTS? | | | | | | | | | | |
| WOULD YOU CONSIDER AN OPPORTUNITY TO WORK FULL-TIME OR PART-TIME AS A CERTIFIED FOREIGN LANGUAGE INTERPRETER FOR ALABAMA'S COURTS? | | | | | | | | | | |

CHARACTER REFERENCES (exclude relatives)

| NAME | ADDRESS | TELEPHONE NUMBER |
|------|---------|------------------|
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Date _____

Applicant's Signature : _____



Alabama Counties