



270 Elmwood Avenue, Providence, RI 02907
 Main Office: (401) 274-8811 Fax: (401) 274-8877
 24-Hour Line: (401) 871-5633
www.cseari.org
language.bank@cseari.org

International Language Bank Request Form

Section 1	
Interpreter Request- To be completed by CSEA Staff or Requester	
Date of Request:	Time:
Requester's Full Name:	
Company/Agency:	
Phone:	Fax:
Language Requested:	
Type of Request (please check): In person Video (Zoom, Google Meet, Other Video) Over the Phone:	
Interpretation _____ _____ _____ Document Translation: _____	

Section 2		
Appointment Information- To be completed by CSEA Staff or Requester		
Client's Full Name:		
Date of Service:	Time:	
Name of Place:		
Street Address:		
City:	State:	Zip Code:
Other Instructions:		

Section 3	
Appointment Assignment- To be completed by CSEA Staff ONLY	
Interpreter's Name:	
Assigned By:	
Confirmation Date:	Time:

Section 4	
Travel Expenses: Over 20 miles roundtrip from CSEA, Parking (must show proof)- To be completed by Interpreter	
Parking: \$	
Roundtrip Mileage from 270 Elmwood Avenue, Providence, RI:	

Section 5			
Completed Service Confirmation- To be completed by Authorized Personnel ONLY			
Name of Authorized Personnel:			
Interpreters Hours Worked			
Start:	AM/PM	End:	AM/PM
Authorized Personnel Signature:			
Comments:			