

Arranging Sign Language Interpreting Services

NOTE: This form is NOT for HR/personnel related activities. For such activities, contact the HR Manager. City staff may use this form to arrange interpreting services for persons who are Deaf, hard of hearing or deaf-blind who require sign language interpreting or transliterating, deaf-blind interpreting and/or oral transliteration, and wish to attend City meetings or events or to participate in other City programs and services. These services are not intended to cover specialized programs, activities or services designed to target and serve a population of the community. City departments and agencies that host or create dedicated programs are expected to ensure that their program budgets include the costs of interpretation services.

SIGN LANGUAGE INTERPRETING REQUEST FORM

Step 1: REQUEST FUNDING

*Request date _____

(Dept. Use Only)

Date of service _____

Start Time: _____ End Time: _____

Name of event or meeting: _____ City Sponsored? Y N

Event / Meeting Location: _____

Describe the meeting / event below or attach meeting agenda / event flyer:

Site Contact _____ Dept. _____

Email _____ Tel. _____

Customer(s) for whom interpreting will be provided: _____

Preferred Interpreter (not guaranteed): _____

** Cancellation notice must be sent to ADA at least 72 hours prior to date of service to avoid fees charged to requesting department. ADA must approve funding prior to provision of services. Funding requests for sign language interpreters must be received by ADA at least 5 business days prior to date of meeting/event.*

EMAIL OR FAX TO: ADA Programs, ATTN: Anh Nguyen, anguyen2@oaklandca.gov
Tel: 510-238-7915 / FAX: 238-3304

Step 2: APPROVAL (For ADA use only) _____
Signature _____ date _____

Funding APPROVED for an amount not to exceed \$ _____

Funding DENIED. Notes: _____

Step 3: ARRANGE SERVICES—Department representative should make arrangements at least 3 business days prior to date of service.

Bay Area Communications Access (BACA)
415-356-0405
bacareq@bacainterpreting.com

Purple Communications
1-800-900-9478 ext. 1153
purpleoakland@purple.us

Step 4: SUBMIT INVOICE for payment. (Service provider may invoice ADA Programs directly: ADA Programs, One Frank Ogawa Plaza, 11th Floor, Oakland, CA 94612.)