



City of Richmond Language Service Request Form

The City of Richmond will provide a qualified interpreter to you at no charge. The City of Richmond does not request or prefer that you bring your own interpreter. You will not face any penalty or charge for using the City’s interpreter. If you would like for the City to provide you with an interpreter, you will receive an interpreter in a timely manner. We will not permit children less than 18 years of age to interpret.

Name of Requestor: _____

Phone: _____

Email: _____

I choose to use City of Richmond’s Interpreter YES _____ NO _____ (use my own interpreter)

[To Be Completed by City employee]

Date of Request: _____

Time: _____

Type of request (check one): Interpretation ____ Translation ____ Language Spoken: _____

A description of the request (e.g. “Requestor wanted a copy of the application and wanted to ask some questions about the application to Mr. Jones in finance.”):

How was the request fulfilled (e.g. “We used language line to set an appointment for Mr. Garcia to meet with Mr. Jones on February 1, 2017. An interpreter from OMA will be present at that appointment.”):

Date request fulfilled: _____ Time: _____

Name of person fulfilling request: _____

Submit the form to:
Language Access Coordinator
Office of Multicultural Affairs
900 E Broad Street, Suite 501
Richmond, VA 23219

Or email at: Communitylanguage.access@richmondgov.com