



# **F.Y.I.**

**from the Policy Unit**

**FYI-353**

**Date: Friday, August 20, 2021**

## **SUBJECT: Translation Requests**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov)

All requests for written translation must be sent to [DCSStranslations@azdes.gov](mailto:DCSStranslations@azdes.gov). Policy staff monitors this mailbox daily to ensure the timely completion of translation requests.

When submitting a request for written translation of documents, you must submit the document(s) with the [Request for Translation Services](#) form (CSE-1212). Requesting a translation without this form will delay the translation process.

To prevent delays, review the following prior to submitting your request:

- Include the Request for Translation Services form
- Submit only the documents that require translation services
- If you need to provide specific details, use the Special Instructions field on the Translation Request form as necessary.
- Review all documents and ensure they are clear and legible

A complete copy of the document is needed. If your copy is missing information because it was not imaged correctly then the process of completing your translation will be delayed.

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

*\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*