



F.Y.I.

from the Policy Unit

FYI-172

Date: April 30, 2018

SUBJECT: Translation Requests

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS_POLICYQUESTIONS@azdes.gov or call 602-771-8127

All requests for written translation must be sent to DCSStranslations@azdes.gov. Policy staff monitor this mailbox on a daily basis to ensure the timely completion of translation requests.

When submitting a request for a written translation of documents, you must submit the documents as well as the [Request for Translation Services](#). Not submitting this form will slow down the process of completing your request for translations.

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.*