



F.Y.I.

from the Policy Unit

FYI-228

Date: June 11, 2019

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 daily 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](#) form. Not submitting this form will slow down the process of completing your request for translations.

Before submitting a translation request, complete the following:

- A clear and readable copy of the document to be translated has been imaged.
- 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.
- If your translation is urgent due to pending legal action and/or scheduled hearings, note this on the Translation Request Form in the “Special Instructions” section.

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***

