



# **F.Y.I.**

**from the Policy Unit**

**FYI-239**

**Date: September 10, 2019**

## **SUBJECT: Request for Translation Services Form**

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) or call 602-771-8127

The [Request for Translation Services](#) form (CSE-1212) is now a fillable form and the following changes have been updated:

- The Site Code is now referred to as the Mail Drop.
- The Policy Use Only section has been removed from the bottom of the form.
- The Site Code at the bottom of the page was replaced with the Mail Drop# 7713 for the Policy & Procedure Unit.

The Request for Translation Services form may be found in the PORT at the following location:

APPENDICES>DCSS Document Matrix>DES Document Center Documents

*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*