



F.Y.I.

from the Policy Unit

FYI-245

Date: October 31, 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 documents submitted for translation must be clear and legible. When any pages provided for translation are not legible, any of the following may happen:

- Document is returned to the requestor and the translation will not be completed.
- Translation is delayed until a clear and legible document is re-submitted; or
- Translation is completed “as is” and may be incomplete.

Please allow adequate time for your request to be translated. Translations take several weeks to be completed and returned.

IMPORTANT: If your translation request is urgent due to pending legal action and/or scheduled hearings, note this in the “Special Instructions” section of your Request for Translation Services form.

As a friendly reminder, the [Request for Translation Services](#) form (CSE-1212) has been updated and is now a fillable form. Please dispose of any older versions and use the new fillable form.

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*

