



# **F.Y.I.**

**from the Policy Unit**

**FYI-307**

**Date: October 5, 2020**

## **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) or call 602-771-8127**

All requests for written translation must be sent to [DCSStranslations@azdes.gov](mailto: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. Requesting a translation without the form will delay the translation process.

Before submitting a translation request, complete the following:

- Review the document being translated to ensure it is readable.
- Make sure all pages of the document needing translation are included with your request.
- If your translation is urgent due to pending legal action and/or scheduled hearings, note this on the “Special Instructions” section of the form.
- If only a certain section(s) of your document needs translation, specify exactly what needs to be translated on the form in the “Special Instructions” section.

Note: Once the translation is complete, Policy returns the translated documents to the requestor only.

***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***

