

# BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

## INTERPRETATION AND TRANSLATION REQUEST FORM

### REQUESTER'S CONTACT INFORMATION:

<b>Name/ Organization (if applicable)</b>		<b>Today's Date</b>	
<b>Email</b>		<b>Phone</b>	

### INTERPRETATION SERVICES REQUEST

<b>Language Requested</b>	<b>Date of Board/Commission Meeting Requested</b>	<b>Number of LEP Participants expected, by primary language (fill all that apply)</b>	
<input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Filipino <input type="checkbox"/> Other: _____ (Please Specify)		Chinese (#)	Spanish (#)
	<b>Location and Room Number</b>	Filipino (#)	Other (#) (Please Specify Language)
<b>Subject of Interest:</b> (Agenda Item Number or Title – i.e. "Item 5: Homeless Ordinance" or "Hearing on Student Housing")		<input type="checkbox"/> Board/Committee Item <input type="checkbox"/> Public Comment <input type="checkbox"/> Hearing/Public Comment <input type="checkbox"/> Entire Meeting	
<b>Will you require interpretation equipment (headsets)?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### TRANSLATION SERVICES REQUEST

<b>Language Requested</b>	<b>Date of Board/Commission Meeting Requested</b>	<b>Document for Translation</b>
<input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Filipino <input type="checkbox"/> Other: _____ (Please Specify)		<input type="checkbox"/> Meeting Notice <input type="checkbox"/> Agenda <input type="checkbox"/> Meeting Minutes*
	<b>Note:</b> * Board Meeting Minutes are available for translation requests only after they are adopted by the Board of Supervisors. (Admin. Code, Chapter 91, § <a href="#">91.7(a)</a> )	

Submit forms to: **Office of the Clerk of the Board of Supervisors**  
**Email:** [board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org); **Phone:** 415-554-5184 (Main); **Fax:** 415-554-5163  
**Mailing Address:** 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102  
 Last Updated: November 13, 2015