

Application to Provide Interpretation and/or Translation Services

If you are an individual requesting placement on the Maryland Department of Transportation Motor Vehicle Administration's (MVA) Interpreter/Translator Listing to provide interpretation/translation services to MVA customers, you must complete and submit this application and requested documents to: **Motor Vehicle Administration, Driver Services, Room 207, 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062 or fax to 410-787-7742**

Please Note:

If approved, your name will be added to the MDOT MVA's provider listing of interpreters and/or translators. An Interpreter number will be assigned to you and added to the list. You will use this number to confirm approval status during any MDOT MVA business.

Instructions:

All applicants must complete and submit all documents listed:

1. Complete and sign form "Application to Provide Interpretation and /or Translation Services," **(DL-200, Sections A through D)**.
2. Complete and sign "Interpreter and/or Translator Certification Form" **(DL-201)**
3. A photocopy of the applicant's valid driver's license or state identification card.
4. Two (2) written (legible and in English) letters of recommendation that state the language(s) that you interpret/translate and your interpreting/translating ability, with contact information (name, phone number and email).
5. A photocopy of the applicant's certification and/or contract. **(Please see section C of this form for the detailed list. Subject for approval by the Administration).**

Section A - Applicant Information

First _____ Middle Initial _____ Last Name _____ Date of Birth _____

Contact Information- Provide the contact information that will be used for the MDOT MVA Interpreter/Translator Listing
(cell) _____ (business) _____ email _____

Home Address(street) _____ City _____ State _____ Zip Code _____

License or ID # _____ State of Issuance _____

Section B – Certification and Permission to list Contact Information

"My signature certifies that I request to be listed as an eligible provider of interpretation and/or translation services for customers of the MDOT MVA. I certify that all information provided on this application and accompanying documents is complete and true to the best of my knowledge. I authorize the MVA to contact, as necessary, all sources listed on this application and accompanying documents, to verify the information is true. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for rejection of this application and/or removal from the MDOT MVA's Approved Interpreter/Translator Provider Listing."

Signature of Applicant _____

Printed Name _____ Date _____

The MDOT MVA publishes and releases the "MVA's Approved Interpreter/Translator Provider Listing" on the MDOT MVA website at www.marylandmva.gov and to the MVA Branch Offices.

We must have your permission to release your name, contact telephone number(s) and language(s) you provide.
"I hereby authorize the MDOT MVA to release my contact information on the "MVA's Approved Interpreter/Translator Provider Listing".

Signature _____

Section C – Required Credentials

Applicants must have certification from an accredited professional interpreter and/or translator association or have completed an interpreter and/or translator certification program approved by the administration. The listings below are the acceptable credentials required by the administration:

- Currently listed on the State of Maryland’s Court Interpreter Registry
- Currently listed on the Federal or US Court Interpreter Registry
- **“Active”** membership status with ATA (American Translator Association) – **Associate Membership is not acceptable.** ATA card must have the word **“Active.”** This card must be renewed and sent in every year to remain on the list.
- Current contract with Lion Bridge, Ad Astra or Language Line
- Certification of testing from “The Community Interpreter”
- Certification from a College and/or University for Interpreting and/or Translating
- Other Certification Program that administered testing of Interpretation/Translation skills (subject to approval by the Administration)

Section D – Provider Listing

Place a check mark for each county you are available to work in and whether you will be providing Interpreting, Translating services or both.

NOTE: Certification from Section C must indicate the language(s) you have been tested/certified to provide services for.

Applicant’s Name _____

Language (s) Proficient in _____

Maryland Counties Available to Provide Service	Type of Service	
	Interpreter	Translator
Allegany		
Anne Arundel		
Baltimore County		
Baltimore City		
Calvert		
Caroline		
Carroll		
Cecil		
Charles		
Dorchester		
Frederick		
Garrett		
Harford		
Howard		
Kent		
Montgomery		
Prince George’s		
Queen Anne’s		
St. Mary’s		
Somerset		
Talbot		
Washington		
Wicomico		
Worcester		



Apply to register to vote with your driver’s license transaction. For details ask your customer agent.