

### **.03 Translation Services for Written Verification**

**REVISION 22**  
(10/01/12 - 12/31/12)

When an FAA local office staff member requires a written document translated to English, complete one of the following:

- Determine whether there is an FAA local office staff member who can assist with the translation. When there is a staff member who can assist with the translation, request their assistance.
- When the FAA local office is unable to provide translation services, request assistance from the [Policy Support Team](#) (PST) by sending an e-mail and providing the following information:

AZTECS case number

AZTECS case name

Type of document and what it verifies

**NOTE** The PST completes the English translation using the OnBase permanent notes and notifies the requestor by e-mail that the document has been translated.