

## A Translation Requirements - Services

**REVISION 16**  
(04/01/11 - 06/30/11)

FAA may need to communicate with a participant who is known to need interpretation or translation services. The participant may make it known by one of the following:

- On their application
- Presenting an "I Need an Interpreter" slip
- Presenting an FAA-1208A Language Notification Flyer

**NOTE** When the participant is known to AZTECS, the language spoken or read is displayed on INDA.

### **WARNING**

When "I Need an Interpreter" slips are not available and interpretation services are needed, attempt to determine the language spoken by the participant and complete one of the following:

- Determine whether there is an FAA local office staff member who can assist with the interpretation. When there is a staff member who can speak the language, request their assistance with the interpretation. Do not delay assisting the participant while searching for an interpreter.
- When the local office is unable to provide an interpreter or the staff member who speaks the language is not immediately available, contact the [Language Line Services](#)

When the need for an interpreter or translator is identified and interpretation or translation services must be acquired, refer to one of the following:

- [Prior to scheduling an appointment](#)
- [While the participant is present at the local office or on the telephone](#)
- [Written verification must be translated](#)
- [Participant needs assistance reading notices](#)
- [Notices must be translated before sending](#)