

A Translation Requirements - Services

REVISION 23
(01/01/13 - 33/31/13)

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 FAA-1208A Language Notification Flyer
- Using the Limited English Proficiency (LEP) Binder

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

WARNING

When the language spoken by the participant is not listed on the Language Notification Flyer or LEP Binder 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](#)