

.03 Translation Services for Written Verification

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

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 with the translation.
- When the FAA local office is unable to provide translation services, FAX the document to the [Policy Support Team](#) with a cover sheet requesting translation assistance.