

AIS booking request, general

Client details										
Organisation										
Section or business unit										
Primary contact full name										
Phone			Email							
Billing reference – if applicable										
Billing email										
Professional working with interpreter										
Phone			Email							
NESP details										
Is it an individual or group interpreting assignment?	Individual / Group									
If a group, what is the name of the group? <small>For example, housing reference group, council board members, community members</small>										
If an individual, what is the NESP's full name?										
Skin name		Age		Gender	Male / Female					
Which community are they from?										
What language is required?										
Assignment details										
Provide a description of the assignment topic <small>For example, medical, consent for surgery left arm</small>										
Do you require a male or female interpreter?	Male / Female / Either									
Service details										
What type of service do you require? Mark your answer with an 'X'.										
Onsite interpreting		Phone interpreting		Video interpreting						
For onsite provide the location where the interpreter should meet the professional										

When is the service required?		
Date	Start Time	End Time

Submit

Email your completed form to ais@nt.gov.au.

Collection notice

The Aboriginal Interpreter Service manages personal information in accordance with the [Information Privacy Principles](#)¹ (IPP) in the *Information Act 2002* (NT), which regulates how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

To process your request for an Interpreter, the Aboriginal Interpreter Service requires personal information from you to help us understand you and your needs, and provide you with the best service. Failure to provide relevant information about the non-English speaking person (NESP) and topic of the job request may result in the Aboriginal Interpreter Services being unable to provide you with a service, or the most appropriate service.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact the [Aboriginal Interpreter Service](#)². For more information, read our [privacy policy](#)³.

¹ <https://infocomm.nt.gov.au/privacy/collection-of-information>

² <https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service>

³ <https://cmc.nt.gov.au/aboriginal-affairs/aboriginal-interpreter-service/aboriginal-interpreter-service-privacy-policy>