

AIS booking request, legal - civil

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 - Legal, civil matter details								
Provide a description of the assignment topic <small>For example, what the civil matter is?</small>								
Do you require a male or female interpreter?	Male / Female / Either							
What type of legal matter is it? Mark your answer with an 'X'.								
Client conference		Mention in Local Court						
Hearing in Local Court		Mention in Supreme Court						
Hearing in Supreme Court		Other (provide details below)						
Are there any other parties involved?	Yes / No							

If yes, provide names of other parties					
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>