

AIS booking request, legal - criminal

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							
NESP's full name?							
Skin name		Age		Gender	Male / Female		
Which community are they from?							
What language is required?							
Assignment details - Legal, criminal matter details							
Provide a description of the assignment topic <i>For example, what the criminal matter is?</i>							
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 to take instructions		Mention					
Hearing in Local Court		Bail application					
Trial in Supreme Court		Plea of guilty and sentencing					
Preliminary examination		Record of interview					
Other <i>(provide details)</i>							
Case number							

Provide any other special instructions relevant to the assignment					
Is the NESP the defendant, complaint or witness? Mark your answer with an 'X'.					
Alleged offender, defendant or accused		Complainant, victim		Witness/es	
If NESP is the defendant, are they currently in custody?			Yes / No		
Please list any other parties involved					
Complainant's full name					
Defendant's full name					
Witness' full name/s					
Service details - 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>