|  |  |
| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| 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***For example, what the criminal matter is?* |  |
| **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** *(provide details)* |  |  |
| **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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| End of form |
| SubmitEmail your completed form to ais@nt.gov.au**.**Collection noticeThe Aboriginal Interpreter Service manages personal information in accordance with the [Information Privacy Principles](https://infocomm.nt.gov.au/privacy/collection-of-information)[[1]](#footnote-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](https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service)[[2]](#footnote-2). For more information, read our [privacy policy](https://cmc.nt.gov.au/aboriginal-affairs/aboriginal-interpreter-service/aboriginal-interpreter-service-privacy-policy)[[3]](#footnote-3). |

1. <https://infocomm.nt.gov.au/privacy/collection-of-information> [↑](#footnote-ref-1)
2. <https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service> [↑](#footnote-ref-2)
3. <https://cmc.nt.gov.au/aboriginal-affairs/aboriginal-interpreter-service/aboriginal-interpreter-service-privacy-policy> [↑](#footnote-ref-3)