

Instructions for completing Michigan Court Interpreter Registration

Please print clearly.

THE REGISTRATION WILL BE RETURNED WITHOUT BEING PROCESSED IF THE APPLICABLE FEE AND ANY REQUISITE DOCUMENTATION ARE NOT INCLUDED. INITIAL REGISTRATION FEE IS \$60.00.

Company/Firm Registration

1. Name of company/firm as it should be displayed on the website roster. Indicate which services are available by the company/firm – in-person or remote interpreting.
2. Name of primary contact – for SCAO internal purposes only.
3. Company/firm mailing address – for SCAO internal purposes only.
4. List primary and secondary contact numbers as would be necessary for those requesting services.
5. The e-mail provided will be used for SCAO internal purposes only.
6. A representative of the company/firm must affirm that all employed interpreters have been assessed as to competency to provide court interpreting services. Must submit a roster of interpreters that states their name, language(s) spoken and qualification – certified or qualified status.

Michigan Court Interpreter Registration

Initial Registration \$60.00

Company/Firm Registration

1.	Company/Firm Name	<input type="checkbox"/> In-person Interpreting <input type="checkbox"/> Remote Interpreting
2.	Name of Primary Contact	
3.	Address	Apartment/Unit #
	City	State
		Zip
4.	Primary Contact Number	Secondary Contact Number
5.	E-mail Address	
6.	<p>I, _____, affirm that all (Representative's Name) interpreters employed by _____, (Firm Name) have been assessed and meet all requirements of the State Court Administrative Office.</p> <p>I understand to maintain the registration credential, the company/firm shall:</p> <ul style="list-style-type: none"> • Annually renew registration and submit a roster of interpreters that states their name, language(s) spoken, their qualification – certified or qualified; • Affirm interpreters have read and agree to uphold the “Code of Professional Conduct for Foreign Language Court Interpreters in Michigan Courts”; • Affirm interpreters comply with certified or qualified requirements of the State Court Administrative Office. 	
	Signature	Date