

Office of Deaf and Hard of Hearing Services (DHHS)
Court Interpreter Certification Application

HHS DHHS will use the information provided in this form to obtain criminal conviction records. Allow 30 days for processing.

Applicant Information				
Name:	Birth Date:	Previous name(s):		
Address:	City:	State:	ZIP Code:	County:
Primary phone number:	<input type="radio"/> Videophone	<input type="radio"/> Voice		
Email address:				

Statistical Information				
Gender:	<input type="radio"/> Male	<input type="radio"/> Female		
Auditory Status:	<input type="radio"/> Deaf	<input type="radio"/> Hard of Hearing	<input type="radio"/> Hearing	
Ethnicity:	<input type="radio"/> Hispanic or Latino	<input type="radio"/> Not Hispanic or Latino		
Race (Select all that apply):				
<input type="radio"/> American Indian or Alaska Native	<input type="radio"/> Asian	<input type="radio"/> Black or African American		
<input type="radio"/> Native Hawaiian or Other Pacific Islander	<input type="radio"/> White			

Qualifying Questions

1. Have you ever been convicted of any of the following? Felony Misdemeanor
If yes, what were the conviction date(s)?
2. Have you ever received disciplinary action or had an interpreter certification or license suspended, revoked, or denied?
 Yes No

If you answered "Yes" to either of the above questions, **attach an explanatory statement.**

3. Military Status: Military Service Member Military Veteran Military Spouse N/A

Important Information for Former Military Services Members

Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Air Force, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at <https://veterans.portal.texas.gov>.

Fee and Submittal Instructions

Mail this form and the following required documents to: HHSC DHHS, P.O. Box 12306, Austin, Texas, 78711.

1. Check or money order for **\$50.00** (nonrefundable) payable to HHSC BEI
2. Copy of valid photo ID and valid certification (BEI Level III-IV, Advanced, Master OR RID CSC, CI/CT, RSC, CDI, NIC Advanced/Master)
3. Signed Form 3901-2, Code of Ethics and Professional Responsibility of Certified Court Interpreters
4. **DEAF APPLICANTS ONLY:** Copies of documentation of attendance for the following required court interpreter training:
 - 16 clock hours on criminal law process
 - 16 clock hours on civil law process
 - 8 clock hours on legal terminology
 - 8 clock hours on ethical practices for court interpreters

Allow 30 days for processing. HHSC BEI will contact you via your primary email address.
Incomplete applications may cause processing delays.

Signature

I attest that all information provided in this application is accurate and true and agree to abide by the Code of Professional Conduct. I understand that my certificate is subject to suspension, revocation, or cancellation.

Applicant's Signature:

Date:

The application is incomplete without the applicant's signature.

Office of Deaf and Hard of Hearing Services
P.O. Box 12306, Austin, Texas 78711
(512) 438-4880 Voice or (512) 410-1386 VP