

Re-instating your Registration

If you wish to re-instate your registration please contact the office first (on 020 7940 3166) to ensure that you are eligible to do so. **Please note: The Selection Panel reserves the right to reject an application – where the Selection Panel rejects an application the application fee is non-refundable.**

Once you have confirmed your eligibility to renew you can either download a Renewal form or the office can send you one. Please ensure that you read the guidelines on the back of the form carefully to ensure that you provide all the relevant documentation as failure to provide all the requested documentation may delay your re-instate.

You should enclose the following with your completed form:

- **One Colour Photograph** for your ID card. Please ensure that the photograph measures **3.2cm x 3.2cm** and that your name and registration number are written on the reverse. Please note you can now send us your photo digitally provided it is in JPEG format. Please also note that when attaching photos to renewal packs please do not use paperclips or staples as these can disfigure the photo.
- **Annual Registration fee (incl VAT)** as follows First Language: £130.00, each Additional Language: £33.00. **Cheques should be made payable to "NRPSI LTD". If you have been lapsed for more than 3 months then a re-admission fee of £65 is also required. All registration fees include a non-refundable administration fee of £40.00 for the first language and £16.50 for each additional language.**
- **Copies** of evidence of at least **10 hours** of PSI (Public Service Interpreting) work experience **for each language** listed gained in the last year of registration. Please see the back of the Annual registration form for further information on providing proof of work.

It is advisable that you to retain a copy of your completed form and send any original documents by a secure method such as Special Delivery. NRPSI Ltd does not take any responsibility for items lost in the post.