

NRPSI Ltd t/a National Register of Public Service Interpreters

Annual Registration - Renewal Form

IMPORTANT VETTING INFORMATION REQUIRED

You should provide information on any medical condition, criminal convictions or cautions— failure to do so is a breach of the Code of Conduct. Please tick each box below if the statement applies to you. If the statement does not apply to you must provide information as to why the statement is not applicable. If you have a Criminal Conviction or a Caution then you will need to provide an up-to-date security clearance. If you have a Medical condition then please provide a reference from your doctor confirming your fitness to work as an interpreter.

Medical Reference

I **do not** have any medical condition that I need to inform you about i.e. hearing, speech, concentration & stamina

Criminal Convictions

I **have not** been convicted of a criminal offence or received a caution in the UK or overseas.

I **do not** have any unspent convictions from the UK or overseas.

AMENDMENTS

You can view your registration details by visiting the Interpreters room on our web site www.nrpsi.co.uk. Any requests for amendments must be made in writing. **Please note that it is your responsibility to check the Interpreters room to ensure your details are correct.** If you have changed any of your details please inform us below:

Address (Please note that your full address does not appear on the on-line register):

Town: County: Post Code:

Telephone Number – Daytime:

Telephone Number – Evening:

Mobile Number:

Fax Number:

E-mail Address (maximum of 30 characters):

Excluded Times:

Specialisms:

Qualifications (gained in the last year):

DECLARATION

I declare that I have read and agree to the National Register of Public Service Interpreters Code of Conduct and Disciplinary Procedures (revised from time to time) and that all the information supplied above is correct. I am aware that if I have knowingly supplied incorrect information, that my registration with the National Register will be withdrawn at any future date.

Signature:

Date:

Print Name:

Registration Number:

Annual Registration Notes

- ◆ If you wish to register for a **new** additional language you must complete an Additional Language application form for each language. Additional Language application forms can be found on our web site www.nrpsi.co.uk.
- ◆ You are not required to send in duplicates e.g. educational certificates, proof of work experience etc. already held on file.
- ◆ Any information given in this form may be entered onto the National Register of Public Service Interpreters database, in compliance with the Data Protection Act.

Amendments to Personal details

Contact Details: For security reasons your full address will not appear in the National Register, only a partial postcode appears, as Subscribers will contact you by telephone to book you for an interpreting assignment. However, we need your full address for our records: **PO Box number or Business Addresses are not acceptable.**

Specialisms: If necessary inform us of any new specialised areas or to delete areas that you no longer work in (note that the database will allow only 18 specialism areas). For additional areas not previously included you must supply proof of work undertaken in those areas.

Excluded Times: If necessary please inform us of any specific time and/or dates when you will not be available for work. This can include particular days (for example Mondays or Weekends), specific times of the day (for example 10pm-8am, Weekdays) or specific dates (for example 24th December – 5th January). This should include holidays booked or scheduled with specific dates, if known. **Please note that space for information in this section is limited.**

Qualifications: You should give full details of all academic qualifications (degree level or above) which you have gained in the past year relevant to your registered language/s, **supported by original certificates. Certified Translations (i.e. by an independent qualified translator) must be provided for qualifications and certificates that are not in English.**

Association Membership

If you are a **current** member of any professional body in relation to Public Service Interpreting please provide proof of current membership if you wish this to be listed on your record. Acceptable proof includes i) Receipt for payment of subscription ii) Letter of confirmation of current membership. **A copy (not original copy) of your subscription renewal confirmation letter must support your proof of membership.**

Public Service Interpreting (PSI) evidence:

We recommend that Interpreters only send in photocopies of evidence such as log sheets, claim forms etc. **PHOTOCOPIES OF EVIDENCE WILL BE SHREDDED.** If you are providing letters from organisations stating PSI hours worked, the original letter is required. If you are providing original proof of work please provide a stamped (i.e. pre-paid) self-addressed envelope. Guidelines on Acceptable proof of work can be found on our web site www.nrpsi.co.uk.

Please note that we cannot be held responsible if items go missing in the post.

You must sign and date your form otherwise it will be considered incomplete and will be returned (this will delay your renewal).

It is important that all interpreters on the National Register regularly visit our web site (in particular the News section) at www.nrpsi.co.uk in order to keep up to date with interpreting issues, events and news.

Please return your completed form to:

NRPSI Ltd (Annual Registration), Saxon House, 48 Southwark Street, London, SE1 1UN