



Application to Provide Interpretation and/or Translation Services

If you are an individual requesting placement on the Maryland Motor Vehicle Administration’s (MVA) listing as an approved interpreter and/or translator who is eligible to provide interpretation and/or translation services to MVA customers completing Driver Licensing and/or any other MVA transactions, you must complete and submit this application, requested documents, and the accompanying forms: “Interpreter and/or Translator Certification Form” (DL-201) and “Permission to Release Contact Information” (DL-203).

Please Note:

You will be notified in writing if you have been approved or denied. If approved, your name will be added to the MVA’s provider listing of interpreters and/or translators. The MVA reserves the right to approve or deny this application or to remove an individual from the active Interpreter and/or Translator Provider Listing at any time.

Instructions:

All applicants must complete this application in its entirety. Be sure to submit the documentation required under Section B and a completed “Interpreter and/or Translator Certification Form” (DL-201) and “Permission to Release Contact Information” (DL-203). Mail the forms and requested documents to the address listed below:

Maryland Motor Vehicle Administration, Driver Services, Room 207, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

(Please type or clearly print in blue or black ink)

Section A - Applicant Information

First _____ Middle _____ Last Name _____

Provide one of the following: Your Driver’s License Number **or** State ID Card Number

License or ID # _____ and State of Issuance _____

Date of Birth _____

Home Phone _____ Business Phone _____

Street Address (Home) _____ City _____ State _____ Zip Code _____

Applicants accepted must have certification from an accredited professional interpreter and/or translator association or have completed an interpreter and/or translator certification program approved by the administration. The listings below are the acceptable credentials required by the administration:

- Currently listed on the State of Maryland’s Court Interpreter Registry
- Currently listed on the Federal or US Court Interpreter Registry
- “Active” membership status with ATA (American Translator Association)
- Current contract with Lion Bridge
- Current contract with Ad Astra
- Current contract with Language Line
- Certification from a College and/or University for Interpreting and/or Translating
- Other Certification from an Interpreter/ Translator Certification Program that administered testing of Interpretation/ Translation skills (subject to approval by the Administration)

NOTE: Certification must indicate the language(s) you have been tested/certified to provide services for.

Section B - Certification/Instructions

This section must be completed and signed.

Certification

“My signature certifies that I request to be listed as an eligible provider of interpretation and/or translation services for customers of the MVA. I certify that all information provided on this application and accompanying documents is complete and true to the best of my knowledge. I authorize the MVA to contact, as necessary, all sources listed on this application and accompanying documents, to verify the information is true. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for rejection of this application and/or removal from the MVA's Approved Interpreter/Translator Provider Listing.”

Signature of Applicant: _____

Printed Name: _____ Date: _____

Applicants for interpretation and/or translation service providers must submit the following documents with this completed application:

1. A photocopy of the applicant's valid driver's license or state identification card.
2. Two written (legible and in English) letters of recommendation that state the language(s) that you interpret and/or translate and your interpreting and/or translating ability, with contact information.
3. Completed and signed “Interpreter and/or Translator Certification Form” (DL-201)
4. Completed and signed “Permission to Release Contact Information” (DL-203)
5. A photocopy of the applicant's certification and/or contract. (Please see section A of this form for the detailed list. Subject for approval by the Administration).
6. Completed Section C of this application form.

Please Note: Upon receipt of your application, the MVA will make a determination regarding your request and you will be notified in writing.

Mail completed forms and all required documents to:

Maryland Motor Vehicle Administration

Driver Services, Room 207, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

Instructions: All applicants must complete and submit Section C of this application. Please type or clearly print in blue or black ink the required information in the “Language(s) Proficient In” column and check boxes that apply in the other columns. Omission of required information may result in the rejection of this application.

Section C - Provider Listing

Applicant’s Name: _____

Application Date: _____

Language(s) Proficient In:	Maryland Counties Available to Provide Service To:	Type of Service	
		Interpreter	Translator
	Allegany		
	Anne Arundel		
	Baltimore County		
	Baltimore City		
	Calvert		
	Caroline		
	Carroll		
	Cecil		
	Charles		
	Dorchester		
	Frederick		
	Garrett		
	Harford		
	Howard		
	Kent		
	Montgomery		
	Prince George’s		
	Queen Anne’s		
	St. Mary’s		
	Somerset		
	Talbot		
	Washington		
	Wicomico		
	Worcester		



Apply to register to vote with your driver’s license transaction. For details ask your customer agent.