

Application to Provide Interpretation and/or Translation Services

If you are an individual requesting placement on the Maryland Department of Transportation Motor Vehicle Administration's (MVA) Interpreter/Translator Listing to provide interpretation/translation services to MVA customers, you must complete and submit this application and requested documents to: **Motor Vehicle Administration, Driver Services, Room 210, 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062** or email - MVATranslatorsProviders@mdot.maryland.gov.

Please Note: If approved, your name will be added to the MDOT MVA's provider listing of interpreters and/or translators and you will be assigned an Interpreter number. You will use this number to confirm approval status during any MDOT MVA business.

Instructions:

All applicants must complete and submit all documents listed:

1. Complete and sign form "Application to Provide Interpretation and/or Translation Services." (DL-200, Sections A through D)
2. Complete and sign "Interpreter and/or Translator Certification Form" ([DL-201](#))
3. Complete and sign "Permission to Release Contact Information" ([DL-203](#))
3. A photocopy of the applicant's valid driver's license or state identification card.
4. Two (2) written (legible and in English) letters of recommendation that state the language(s) that you interpret/translate and your interpreting/translating ability, with contact information (name, phone number and email).
5. A photocopy of the applicant's certification and/or contract. (Please see section C of this form for the detailed list. Subject for approval by the Administration).

Section A - Applicant Information

First Name		Middle Initial	Last Name		Date of Birth
Cell Number	Business Number		Email Address		
Street Address		City	County	State	Zip Code
License or ID Number			State of Issuance		
Have you ever been an MVA approved Interpreter and/or Translator? ☐ Yes ☐ No					
If yes, explain why you are no longer on the approved listing:					

Section B - Certification and Permission to List Contact Information

"My signature certifies that I request to be listed as an eligible provider of interpretation and/or translation services for customers of the MDOT 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 MDOT MVA's Approved Interpreter/Translator Provider Listing."

The MDOT MVA publishes and releases the "MVA's Approved Interpreter/Translator Provider Listing" on the MDOT MVA website at <https://mva.maryland.gov/> and to the MVA Branch Offices.

We must have your permission to release your name, contact telephone number(s) and language(s) you provide.

"I hereby authorize the MDOT MVA to release my contact information on the "MVA's Approved Interpreter/Translator Provider Listing."

Applicant's Signature	Printed Name	Date
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Section C - Required Credentials

Applicants 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 the American Translator Association (ATA) - Associate Membership is not acceptable. ATA card must have the word "Active." This card must be renewed and sent in every year to remain on the list.
- Current contract with Lion Bridge, Ad Astra or Language Line.
- Certification of testing from "The Community Interpreter"
- Certification from a College and/or University for Interpreting and/or Translating
- Other Certification Program that administered testing of Interpretation/Translation skills (subject to approval by the Administration)

Section D - Provider Listing

Place a check mark for each county you are available to work in and which services will be provided.

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

Applicant's Name _____

Proficient Language(s) _____

Maryland County Available to Provide Services	Interpreter	Translator
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Allegany	☐	☐
Anne Arundel	☐	☐
Baltimore City	☐	☐
Baltimore County	☐	☐
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	☐	☐