

# Passport to Languages Interpreter Request Form



- Please fax this form to 503-297-1703 **at least two working days** before the appointment to schedule interpreter services.
- For urgent requests (less than 48 hours notice), call Customer Service at 503-297-2707 or 800-297-2707
- If you must cancel the interpreter, call 503-297-2707 at least **24 hours in advance**.

Language Needed: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Member's Name: \_\_\_\_\_  
Last First

Member's Date Of Birth (**Required**): \_\_\_\_\_ Recipient ID#: \_\_\_\_\_

Member's Phone#: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

Time: \_\_\_\_\_ How Long?: \_\_\_\_\_

Provider's Name: \_\_\_\_\_  
Circle one: PCP / Specialist / Lab / Other

Provider's Address: \_\_\_\_\_

Provider's Phone: \_\_\_\_\_ Type of Visit: \_\_\_\_\_

Preferred gender of interpreter:  Female  Male  No preference

Request by: \_\_\_\_\_ Phone# \_\_\_\_\_

Do you want confirmation that Passport to Languages received this fax?  Yes  No

Do you want e-mail or fax confirmation of interpreter's name?  Yes  No

E-mail: \_\_\_\_\_ fax#: \_\_\_\_\_

### ***INTERNAL OFFICE USE***

PTL Staff name: \_\_\_\_\_

Extension: \_\_\_\_\_

Interpreter  
Company: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax #: \_\_\_\_\_

Confirmed by and date: \_\_\_\_\_

Name of Interpreter: \_\_\_\_\_

Additional info or comments: \_\_\_\_\_

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