**INDIVIDUAL FOREIGN LANGUAGE INTERPRETER AND TRANSLATOR REQUEST**

Wisconsin Department of Transportation

DT2517 5/2024

Use this form to request a foreign language interpreter or translator at no cost.

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| Requestor’s Name | | (Area Code) Telephone Number | | |
| Street Address or P.O. Box | City | | State | ZIP Code |
| Email Address | | | Date and Time Needed | |

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| **Translation of Printed Materials** |
| Do you know the title(s) of the specific publication(s) you want?  Yes  No |
| If yes, please specify the title(s) |
| If no, please provide any information you can to help us identify the requested document(s) or publication(s). |
| Source of information: |
| Location seen or reference provided: |
| Subject matter: |
| Other leads (attach additional information on separate paper if needed): |
| What language do you prefer for translation? |

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| **Interpretation for Meetings or Hearings** |
| Date of Event: |
| Type of Event (council meeting, committee meeting, public listening session, etc.): |
| Event Start Time:       Event End Time: |
| Location of Event: |
| What language do you prefer for interpretation? |

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| **Submit your request by mail, fax, phone, or email to:** |
| Taqwanya Smith, Senior Title VI and ADA Coordinator Office of Business Opportunity and Equity Compliance 4822 Madison Yards Way, 5th Floor South Madison, WI 53705  Telephone: (608) 266-8129  TTY: (800) 947-3529  Fax: (608) 267-3641  Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov?subject=DT2507)  Website: <http://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx> |