

Office of Deaf and Hard of Hearing Services (DHHS)
Court Interpreter Certification Application

HHS DHHS will use the information provided in this form to obtain criminal conviction records. Allow 30 days for processing.

Applicant Information				
Name:		Birth Date:	Previous name(s):	
Address:		City:	State:	ZIP Code: County:
Primary Phone No.:	<input type="radio"/> Videophone <input type="radio"/> Voice		Email address:	

Statistical Information				
Gender:		Auditory Status:		Ethnicity:
<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> Deaf <input type="radio"/> Hard of Hearing <input type="radio"/> Hearing		<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino
Race (Select all that apply):				
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White				

Qualifying Questions
1. Have you ever been convicted of a felony or misdemeanor? <input type="radio"/> Yes <input type="radio"/> No If yes, what were the conviction date(s)?
2. Have you ever received disciplinary action or had an interpreter certification or license suspended, revoked, or denied? <input type="radio"/> Yes <input type="radio"/> No If you answered "Yes" to either of the above questions, attach an explanatory statement.
3. Military Status: <input type="radio"/> Military Service Member <input type="radio"/> Military Veteran <input type="radio"/> Military Spouse <input type="radio"/> N/A
Important Information for Former Military Services Members Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Air Force, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at https://veterans.portal.texas.gov .

Fee and Submittal Instructions
Mail this form and the following required documents to: HHSC DHHS, P.O. Box 12306, Austin, Texas, 78711.
1. Check or money order for \$50.00 (nonrefundable) payable to HHSC BEI.
2. Copy of valid photo ID and valid certification (BEI Level III-IV, Advanced, Master OR RID CSC, CI/CT, RSC, CDI, NIC Advanced/Master).
3. Signed Form 3901-2, Code of Ethics and Professional Responsibility of Certified Court Interpreters.
4. Deaf Applicants Only: Copies of documentation of attendance for the following required court interpreter training: <ul style="list-style-type: none"> • 16 clock hours on criminal law process; • 16 clock hours on civil law process; • 8 clock hours on legal terminology; and • 8 clock hours on ethical practices for court interpreters.
Allow 30 days for processing. HHSC BEI will contact you via your primary email address. Incomplete applications may cause processing delays.

Signature	
I attest that all information provided in this application is accurate and true and agree to abide by the Code of Professional Conduct. I understand that my certificate is subject to suspension, revocation, or cancellation.	
Applicant's Signature:	Date:
The application is incomplete without the applicant's signature.	