

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 Information

Last name: _____ First name: _____ MI: _____

Date of birth: (required) _____ Recipient ID#: _____ Phone#: _____

Date of appointment: _____ Time: _____ How long?: _____

Provider Information

Provider name: _____

Choose one: PCP Specialist Lab Other _____

Provider address: _____

Provider phone: _____ Type of visit: _____

Preferred gender of interpreter: Female Male No preference

Requested by: _____ Phone#: _____

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

Do you want email or fax confirmation of interpreter's name? Yes No

Email: _____ Fax#: _____

INTERNAL OFFICE USE

Passport to Languages staff name: _____ Extension: _____

Interpreter company: _____

Phone#: _____ Fax#: _____

Confirmed by and date: _____

Name of interpreter: _____

Additional info or comments: