



IDR-969 Interpreter Request

General Information and Instructions

These are general instructions. Line items are self-explanatory unless otherwise noted on the form.

Step 1 — The Requestor must complete Step 1.

Step 2 — Complete this step to tell us the details of the interpreter service needed.

IMPORTANT:

- If the event lasts more than two hours, a second interpreter is needed.
- Interpreters are for official agency business only.
- Advanced notice of two weeks is desired.
- No date is guaranteed.

Step 1: Tell us who is requesting an interpreter

1 Requestor name: _____

2 Contact phone number: (____) _____ - _____

3 Email address : _____

4 Check the box to select your agency affiliation.

- Active Illinois Department of Revenue (IDOR) employee
- Employment applicant
- Taxpayer or vendor
- Other. Please specify: _____

Step 2: Tell us about the interpreter service needed

1 Name of person needing interpreter service (*complete this field if the Requestor in Step 1 is different than the person who is needing the interpreter service*): _____

2 Interpreter service requested for

- Application or form
- IDOR event participation
- IDOR employment interview
- IDOR program participation

Other. Please specify: _____

Note: An event is an occurrence (e.g., a recognition ceremony or seminar), while a program has a set structure of activities, such as trainings or workshops.

3 a) Event location:

- Springfield
- Chicago
- Other: Please specify: _____

b) Event name or room number: _____

4 Specify the date and time you are requesting an interpreter.

1st choice

Date: ___/___/___

Start _____ a.m. p.m. Stop _____ a.m. p.m.

2nd choice

Date: ___/___/___

Start _____ a.m. p.m. Stop _____ a.m. p.m.

5 Type of translation or interpreter service needed:

- a) In-person interpreter service Virtual interpreter service

- b) American Sign Language (ASL) Oral translation of speech or conversation
 Written translation of speech or conversation

6 Language needed. Please specify: _____

Mail your completed form to:
 ILLINOIS DEPARTMENT OF REVENUE
 MC-6-500
 101 WEST JEFFERSON STREET
 SPRINGFIELD IL 62702-5145

You may also email your completed form to REV.EEO@illinois.gov.