

BILINGUAL LANGUAGE SERVICES TRANSLATION (WRITTEN) REQUEST

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In accordance with the Dymally-Alatorre Bilingual Services Act, Government Code Sections 7290-7299.8, the California Air Resources Board (CARB) is sometimes required to provide bilingual services to meet the communication needs of its Limited English Proficient (LEP) speaking public. This form is to be used to request to have documents translated into an alternate format or another language.

Complete this form at least 14 days prior to due date and submit it along with an electronic copy of the final document(s) to be translated in MS Word format to the [Bilingual Services Coordinator](#). Keep in mind larger documents will require more time to translate. If you need assistance completing the form or have any questions, email EEOP@arb.ca.gov.

Division/Branch:	Today's Date:
Requestor Name:	Requestor Telephone:
Division Chief Name:	Division Chief Signature:

TRANSLATION SERVICES

<input type="checkbox"/> Agenda	<input type="checkbox"/> Public Notice	<input type="checkbox"/> Brochure
<input type="checkbox"/> Regulation	<input type="checkbox"/> Bulletin	<input type="checkbox"/> Report
<input type="checkbox"/> Fact Sheet	<input type="checkbox"/> Web Page	<input type="checkbox"/> Letter
<input type="checkbox"/> Presentation	<input type="checkbox"/> Other:	

ALTERNATE FORMAT OR LANGUAGE:

<input type="checkbox"/> Braille	<input type="checkbox"/> Punjabi	<input type="checkbox"/> Simplified Chinese
<input type="checkbox"/> Spanish	<input type="checkbox"/> Traditional Chinese	<input type="checkbox"/> Hmong
<input type="checkbox"/> Korean	<input type="checkbox"/> Other:	

LANGUAGE SERVICE LEVEL: (Audience reading the translated document(s))

<input type="checkbox"/> General (6th grade level)	<input type="checkbox"/> Legal (college level)	<input type="checkbox"/> Large Print
<input type="checkbox"/> Technical	<input type="checkbox"/> Other:	

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LIST OF DOCUMENTS BY NAME:

1.
2.
3.
4.