



**CITY OF ROCHESTER HILLS
ENGLISH LANGUAGE TRANSLATION
REQUEST FORM**

In 2000, President Clinton signed Executive Order 13166 establishing that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance in order to meaningfully access programs and services in compliance with Title VI of the Civil Rights Act of 1964.

This form may be used to request translation services under the City's Limited English Proficiency (LEP) Plan. You are not required to use this form; a verbal request may be made to City staff or a letter that provides the same information may be submitted to the Human Resources Department in person, by phone at 248-656-4708 or via e-mail to humanresources@rochesterhills.org.

Language services are provided upon request, but with at least seven calendar days advanced notice. Services include oral interpretation for conducting City business and for public meetings (including signing for the hearing impaired), and translation of City documents.

Please provide the following information for your request:

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (Eve) _____ (Daytime)

Identify department, program and/or activity for which language services are needed below:

Type of Assistance Needed:

_____ Oral Interpreter/_____ Sign Language Interpreter to conduct City business

_____ Oral Interpreter/_____ Sign Language Interpreter at a Public Meeting

_____ Document Translation (please attach document)

Language Requested: _____ Date Needed: _____

Please return completed form to: Department of Human Resources, 1000 Rochester Hills Drive, Rochester Hills, MI 48309; Phone: 248-656-4708; Fax: 248-565-4739; Email: humanresources@rochesterhills.org.

Note: *The City of Rochester Hills provides a complaint procedure for alleged violations of its LEP policy and plan. Please download the complaint form from the City's Website or contact the Human Resources Department.*