

NCR Sign Language Interpreting Services Request Form

(For Use Only if the Web Portal is Unavailable.)

Note: In the event that the Web-Portal is unavailable, please use this form to submit your sign language interpreting request. Send the completed form to the TARGET Center Sign Language Interpreting Services Program at target-center@usda.gov and cc: the supervisor of the individual who requires the services.

- Requestor's First and Last Name
- Requestor's Email Address and Phone Number
- First and Last Name of the Individual Who Requires the Services
- Email and Phone Number of the Individual Who Requires the Services
- Agency or Staff Office of the Individual Who Requires the Services
- Duty Station Address of the Individual Who Requires the Services
- Supervisor's First and Last Name
- Supervisor's Email Address and Phone Number
- Type of Sign Language Interpreting Service
- Event Name
- Description of the Event
- Service Date
- Service Start Time
- Service End Time
- Name of the Building
- Address
- Room Number
- Type of Virtual Platform
- Virtual Link
- Meeting or Event Program/Agenda
- Details Regarding After-Hours Work Related Request for Services
- Notes
- Escort/Point of Contact's Name and Onsite Voice or Text Phone Number
- Escort/Point of Contact's Email Address