



Virginia Employment Commission
Effective Date: 10/01/2021

Waiver of Right to Free Interpreter/Translator Services

All Limited English Proficiency (LEP) customers must be informed of their right to free language assistance including interpreter services and translated documents. This form can be kept in the customer’s records for future reference. State staff should never encourage, suggest, or require a Limited English Proficiency (LEP) customer to use friends or family as interpreters. At no time will anyone 18 years of age or younger be utilized to provide interpreter services, except in an emergency.

Use **THIS FORM** if the customer does not need language assistance because they have brought their own interpreter or feel they do not need one. Please refer to the Language Assistance guidelines if they would like to use the language assistance services.

I, _____ (Customer’s Name) have been informed of my right to receive free interpretive services from _____ (Agency Name). I understand that I am entitled to these services at no cost to myself or other family members. I am choosing to provide my own interpreter at this time. _____ (Name of Person Acting as Interpreter) will act as my interpreter from _____ (Start Date) to _____ (End Date). I understand I can withdraw this waiver at any time and request the services of an interpreter, which will be provided by this office. To the best of my knowledge, the person I am using to act as my own interpreter is not 18 years of age or younger. I also understand that this waiver pertains to interpreter services only and does not entitle my interpreter to act as my Authorized Representative.

This form was translated to me orally by the interpreter indicated below:

Signature	Date
Name of Interpreter (print)	
Signature of Interpreter	Date
Signature of Staff Person	Date

This form must be filled out and provided to the Language Access Coordinator within 30 days of using language assistance services.

Mail or interoffice to:
Virginia Employment Commission
Attn: Language Access Coordinator
P.O. Box 26441, Suite 404
Richmond, Virginia 23261-6441

“Virginia Employment Commission is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Virginia Relay Services at 711.”