Tribunal administratif du logement
Québec

Application for Sign Language Interpretation Services

IDENTIFICATION OF PERSON REQUIRING INTERPRETATION SERVICES

Please print

Last name				First name	
No.	Street		Apt.	City / Municipality	Postal code
Telephone No. (Home)	Telephone No. (Work)		Fax No.	Email address	

TYPE OF SERVICE REQUIRED

Legal services: ☐ Information ☐ Hearing ☐ Other: _____

File No., if applicable: _____

LANGUAGE OF INTERPRETATION

☐ Quebec Sign Language (LSQ) ☐ American Sign Language (ASL)

From: _____ To _____

TIME AND DATE THE INTERPRETATION SERVICES ARE REQUIRED

Start time: _____ End time: _____ Year Month Day

Place of hearing or meeting (specific location: room, floor, etc.):

Type of meeting: ☐ Virtual ☐ In person

If you have important information to share with us about this application for an interpreter, please include it here:

Applicant's name | Signature | Year Month Day

SEND BY EMAIL

ORIGINAL

INFORMATION

Application for Sign Language Interpretation Services

This form must be completed if an individual would like the TRIBUNAL to provide the services of a sign language interpreter for himself concerning services provided by the TRIBUNAL, e.g., for a meeting with an information clerk regarding a hearing or conciliation session.

The TRIBUNAL assumes the costs of such interpretation services once they have been provided. This way, citizens who need this service will not incur out-of-pocket expenses.

The application must be made beforehand and submitted to the TRIBUNAL as soon as the date on which the services are required is known (i.e., the date of a meeting with an information clerk or the date of a hearing or conciliation session). The application may be made by the citizen himself, by a trusted third party helping him with this process, or by a lawyer.

There are no formalities for submitting the application to the TRIBUNAL. However, if the application is made verbally, the TRIBUNAL may help the citizen complete this form.

Once the application form has been duly completed, the TRIBUNAL will contact the organization providing the services in the region in which they are required. The TRIBUNAL will also send the applicant the full contact information of the interpretation agency to which it has forwarded the application. The TRIBUNAL will follow up on the application with the organization.

An individual who already has the services of such an interpreter is not required to complete this form.

Subsequent Need for Interpretation Services

If an interpreter's services are required at stages of the case other than those for which the application was made to the TRIBUNAL, a new application for services does not need to be completed if the citizen continues to deal directly with the same organization. In such cases, only a new *Attestation of services rendered* form is sufficient to be reimbursed for the new services provided.

Reimbursement of Interpretation Services

To be reimbursed for the services provided by an interpreter, the duly completed and signed *Attestation of services rendered – Sign language interpreter* form, available on the TRIBUNAL's website, must be submitted to the TRIBUNAL. Please note that the form may be submitted to a staff member (information clerk or conciliator) who is able to ensure that the interpretation services were indeed provided and that the number of hours indicated actually represents the services that were provided. If the services were provided during a hearing, the form may be submitted to the courtroom clerk or, failing this, to the administrative judge or special clerk who heard the case.

The TRIBUNAL pays the costs incurred for the interpreter directly to the organization that provided the interpretation services for a legal service, or based on the rate of these organizations if an intepreter's services were retained by the citizen himself.