



For Office Use Only

## ANNUAL REGISTRATION RENEWAL FORM

Print Name: \_\_\_\_\_  
Registration Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### MEDICAL CONDITIONS & CRIMINAL CONVICTIONS

Tick each box below **if the statement applies to you**. If the statement does not apply to you, please provide an explanation why the statement is not applicable. Failure to provide relevant information is a breach of the Code of Conduct and may lead to your registration being suspended. Incomplete forms may delay your renewal.

I **do not** have a medical condition (e.g. hearing, speech, concentration or stamina) that I need to disclose to NRPSI.

If you have a medical condition, please provide a medical reference from your doctor confirming your fitness to work as an interpreter.

Since my last declaration to NRPSI, I **have not** been convicted of a criminal offence (including motoring offences) or received a caution in either the UK or overseas.

If you have a criminal conviction or caution, please provide documentation from the relevant body, together with your explanation of events.

### SECURITY CLEARANCE(S)

I confirm that the security clearances I have previously provided to NRPSI have not been withdrawn or amended by the vetting body.

**Where new security clearances are provided, I enclose:**

An original DBS Certificate (Standard or Enhanced) – must be sent in post to NRPSI

I have subscribed to the DBS Update Service – download and sign our [consent](#) from NRPSI website

The original of a security clearance letter (plus any notification sheet) received by post

The email message plus Security Clearance forwarded to [admin@nrpsi.org.uk](mailto:admin@nrpsi.org.uk)

Please do not resend security clearances or Update consent that have previously been provided. Original documents will be returned by a signed-for delivery service. For further information please refer to the Security Clearance Information Sheet in the 'Security Clearance' section [www.nrpsi.org.uk](http://www.nrpsi.org.uk)

## PUBLIC SERVICE INTERPRETING (PSI) EVIDENCE SINCE LAST RENEWAL

LANGUAGE	<input type="text"/>	HOURS	<input type="text"/>	LANGUAGE	<input type="text"/>	HOURS	<input type="text"/>
LANGUAGE	<input type="text"/>	HOURS	<input type="text"/>	LANGUAGE	<input type="text"/>	HOURS	<input type="text"/>

A minimum of **10 PSI hours** during the previous year is required for each registered language.

Please refer to the guidelines given on 'Proof of Public Service Interpreting Experience' at [www.nrpsi.org.uk](http://www.nrpsi.org.uk) on forms of evidence we accept. **If you are unable to provide enough evidence of PSI work, please provide a written explanation.**

SAE enclosed for return of proof of work

Shred proof of work

## RARE LANGUAGE(S)

The Rare Language status is for language listings where no Public Service Interpreting qualification is available. It is the Registrant's responsibility to identify and pass a suitable qualification as soon as possible. NRPSI will require evidence that you have complied with this requirement and that you have engaged in CPD each year.

**In relation to each language I have registered at Rare Language status I enclose:**

Confirmation of registration for relevant qualification <u>or</u>	<input type="checkbox"/>
Evidence that NO PSI examination is currently available for my Rare Language, <u>plus</u>	<input type="checkbox"/>
Statement/evidence of Continuing Professional Development (CPD) in relation to each of my Rare Languages:	<input type="checkbox"/>
<input type="text"/>	

## ID CARD PHOTOGRAPH

I enclose a recent (**taken in last three months**) passport-style colour photograph

We require a clear up-to-date (taken in the last three months) photograph that will enable you to be identified. If posting, print your name on the reverse of the photograph. Good quality photographs can be produced by modern smartphones either by taking selfies or asking someone else to take a passport-style photograph which you can email in jpeg format.

## REGISTRATION FEE

I have paid my annual registration by:

Personal Internet banking – NRPSI bank details may be obtained via the Interpreter's Room at <a href="http://www.nrpsi.org.uk">www.nrpsi.org.uk</a> and are printed on the reverse of your Annual Registration Renewal letter	<input type="checkbox"/>
Credit/debit card payment via the Interpreter's Room	<input type="checkbox"/>
Cheque payable to NRPSI Ltd.	<input type="checkbox"/>

Note that if paying by cheque you will need to allow at least 3 weeks for your cheque to be cleared which could delay your renewal. Paying online by credit/debit card or Faster Payments is quicker. A reinstatement fee applies to all Registrations lapsed for longer than three months.

## Association Membership

I enclose evidence of membership:

<input type="checkbox"/> Chartered Institute of Linguists (CIOL)	<input type="checkbox"/> Institute of Translation (ITI) and Interpreting
<input type="checkbox"/> Association of Police and Court Interpreters (APCI)	<input type="checkbox"/> Society of Official Metropolitan Interpreters (SOMI)
<input type="checkbox"/> International Association of Professional Translators & Interpreters (IAPTI)	<input type="checkbox"/> OTHER

Please provide a printed copy of your membership entry from the relevant website or a copy of your membership receipt. Membership(s) will be removed from a Registrant's profile if evidence is not provided.

## Additional Qualifications/CPD

If you wish to add a qualification or CPD to your profile, send your original Certificate or CPD copy.

## Amendments to Contact Details

New Address, Phone, Email :

You may amend other contact details on your Website Profile by logging into your Interpreter's Room at [www.nrpsi.org.uk](http://www.nrpsi.org.uk). **It is your responsibility to check the Interpreter's Room to ensure your details are correct.**

The online Register will display your name, your registered language(s) and status(es), your Registration Number and Expiry date, the first part of your postcode and town of residence, the security clearances on your record and their issue date and at least one contact (phone, mobile or email) of your choosing. In the Interpreter's Room Registrants can also choose to 'Show more Details' which will reveal qualifications, CPD and a free text area. These details will be accessible on the internet by searching (eg using general search engines such as Google and by using the search facilities provided on the NRPSI website). If you have a query on how NRPSI manages your personal data, please email [info@nrpsi.org.uk](mailto:info@nrpsi.org.uk).

## DECLARATION

**I declare that I have read and agree to comply with the National Register of Public Service Interpreters Code of Conduct and Disciplinary Procedures (which may be revised) and that the information supplied above and supporting documents are accurate. I am aware that if I have knowingly provided incorrect information, my registration with the National Register may be suspended.**

Signature:

Date:

**It is important that all Registrants regularly visit our website (in particular the News section) at [www.nrpsi.org.uk](http://www.nrpsi.org.uk) in order to keep up to date with CPD, interpreting issues, and other events and news.**

We can accept a clearly scanned and emailed copy of your form with supporting documents unless they include a qualification or DBS certificate, when we need to receive the originals posted to our office. Contact details:

**NRPSI Ltd, Token House, 11-12 Tokenhouse Yard, London EC2R 7AS**

**Tel: 020 7721 5500 • Email: [admin@nrpsi.org.uk](mailto:admin@nrpsi.org.uk) • Web: [www.nrpsi.org.uk](http://www.nrpsi.org.uk)**