

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I confirm that the security clearances I have previously provided to NRPSI have not been withdrawn or amended by the vetting body.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

I have subscribed to the DBS Update Service and enclose [signed consent](#) for NRPSI to access

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

Please do not resend security clearances 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

PUBLIC SERVICE INTERPRETING (PSI) EVIDENCE

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 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 qualification eg. for the IoLET's DPSI/DPI exam <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 www.nrpsi.org.uk 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 or by credit 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:

Chartered Institute of Linguists (Ciol)	<input type="checkbox"/>	Institute of Translation (ITI)	<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	<input type="checkbox"/>

Please provide a printed copy of your membership entry from the relevant website or a copy of your membership's 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, please send original Certificate/CPD copy awarded to you.

Amendments to Contact Details

New Address, Phone, Email :

You may amend other contact details on your Website Profile by visiting the Interpreter's Room at www.nrpsi.org.uk and logging into your account. **It is your responsibility to check the Interpreter's Room to ensure your details are correct.**

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 in order to keep up to date with interpreting issues, CPD and other events and news.

Please return your completed form to:

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

Tel: 020 7721 5500 • Email: admin@nrpsi.org.uk • Web: www.nrpsi.org.uk