

**SIXTH JUDICIAL CIRCUIT APPLICATION TO PROVIDE COURT
APPOINTED CERTIFIED OR PROVISIONALLY APPROVED
SPOKEN LANGUAGE AND TRANSLATION SERVICES**

Please provide the following information as a part of the application and verification process to provide services as a **Certified or Provisionally Approved Spoken Language Interpreter**. This application must be completed in its entirety if you wish to be considered for appointment. It must be electronically submitted to the Court Counsel's Office at SixthCircuitContracts@jud6.org during the solicitation period.

I. Applicant Information

Name: License # or Certification #:
(as it appears on license or certification)

Business Address:
(Street Address)

(City) (State) (Zip Code)

Business # () Cell # () Fax # ()

E-mail Address (MUST BE PROVIDED)

Please check all of the following that apply:

- ☐ I have good moral character.
- ☐ I am a United States citizen.
- ☐ I agree to submit to a law enforcement records check.
- ☐ I have familiarized myself and agree to provide services in accordance with the applicable Sixth Circuit Administrative Orders and relevant law as outlined in the **INFORMATION SHEET** posted on the Sixth Circuit's website at www.jud6.org.

I agree to enter into a contract to provide **Certified or Provisionally Approved Spoken Language Interpreter** services for the Sixth Judicial Circuit if selected.

I do not have any conflict of interest, including any employment or business relationship or involvement in any other situation in which regard for my private interest would tend to lead to disregard of my duties as a **Certified or Provisionally Approved Spoken Language Interpreter**.

I will notify the Chief Judge of any formal complaint filed against me by The Florida Bar or by the Florida Department of Health or by any licensing authority and of any non-confidential consent agreements entered into between any licensing authority and myself.

I will immediately notify the Chief Judge if I am arrested, charged with any criminal offense, or named in any suit in any jurisdiction, or if a personal or familial involvement arises in any litigation before any court of the Sixth Judicial Circuit.

I am currently a: contracted Interpreter/ Staff Interpreter in _____ (County/Circuit).

Have you ever been held in contempt? ☐ No ☐ Yes, If yes, provide explanation for each instance.

Are any of your family or household members currently employed by the Sixth Judicial Circuit?
No ☐ Yes, If "yes," what is their relationship to you? _____.

III. I am applying to serve in:

Both Pasco and Pinellas Counties

IV. I am applying to serve as a Spoken Language Interpreter for:

Arabic

Bosnian

Haitian-Creole

Portuguese

Mandarin (Chinese)

Russian

Vietnamese

V. Training / Qualifications:

Under the current Rules for Certification and Regulation of Spoken Language Court Interpreters, I am:
Certified. Provisionally Approved.

I am able to provide interpretation and translation services in accordance with the applicable rules, laws, and Administrative Orders and will maintain my certification throughout the contract period.

I have attached a résumé which reflects my qualifications and abilities to provide evaluations as a **Certified or Provisionally Approved Spoken Language Interpreter**.

I have satisfactorily completed and met the education, training, and certification requirements to serve as a **Certified or Provisionally Approved Spoken Language Interpreter** in the Sixth Circuit in accordance with the relevant law and information as outlined in the **INFORMATION SHEET** which can be found on the Sixth Circuit's website at www.jud6.org/LegalCommunity/CourtContractedServices.html.

I certify that the answers given herein are true and complete. I understand that false or misleading information given in my application or résumé, or any omission of information requested will be grounds for refusal of appointment or dismissal and termination of any other contract to provide services to the Sixth Judicial Circuit.

Signature of Applicant

Date

Email Address _____

(Your typed name & email address serves as your 'electronic signature')

**This Completed Application, Vendor Background Check Form,
and your Résumé, must be submitted ELECTRONICALLY to
Court Counsel's Office at SixthCircuitContracts@jud6.org**

NOTE: If you **do not** have the ability to submit your paperwork by email, please notify the Office of Court Counsel before mailing or faxing any documentation. With approval, documentation may be mailed to Court Counsel's Office, 501 1st Avenue North, Suite 1000, St. Petersburg, FL 33701. However, the paperwork mailed in **MUST be received in the Court Counsel's Office no later than the deadline.** Certified deliveries **will not** be accepted.

If you need an accommodation to complete this form, please call (727) 582-7424.

[SEE the **INFORMATION SHEET** for contract, rate, and other information]

SIXTH JUDICIAL CIRCUIT VENDOR BACKGROUND CHECK AUTHORIZATION

PERSONAL INFORMATION:

Last Name First Name M.I. Social Security No. Driver License #

Home Address:
(including County)

Business Address:

Home/Business Phone:

- Are any of your family members employed by the Sixth Judicial Circuit? ☐ Yes ☐ No

If yes, please state their name(s) and how you are related.

- Are you or any of your family members now involved as a party, a witness, or through any other connection with any suit or litigation before any courts of the Sixth Judicial Circuit? ☐ Yes ☐ No

If yes, explain that involvement:

- Have you ever been involved as the respondent in any injunction involving personal protection including domestic violence, dating violence, repeat violence, and sexual violence in any jurisdiction? ☐ Yes ☐ No

If yes, explain:

- Have you ever been named as a parent or guardian of a child in a dependency action in any jurisdiction? ☐ Yes ☐ No

If yes explain:

- Have you **EVER—at any time**, in any jurisdiction—been convicted of a crime, had adjudication of a crime withheld, pled nolo contendere (no contest) to a crime, or are you now under charges for any offense against the law? (You may omit parking violations and civil traffic infractions.)

☐ Yes ☐ No If yes, explain:

Answering yes to any of the above questions will not necessarily disqualify you from being a vendor. The failure to disclose a required event is generally a disqualifying event in itself. Each case is considered individually. If you are unsure of how to answer any of the above, please explain. You may use additional space on the reverse of this authorization form to complete your explanations.

The following information is required and will be used solely for the purpose of conducting a criminal background check:

Gender: ☐ Male ☐ Female Date of Birth:

Race:

- ☐ **White** (not of Hispanic origin) – includes Whites, Anglo-Saxons, Europeans and persons from Indo-European descent including Pakistani and East Indian.
- ☐ **Black** (not of Hispanic origin) – includes persons of African descent as well as persons identified as Jamaican, Trinidadian, and West Indian
- ☐ **Hispanic** (regardless of race) – includes Mexican-Americans, Chicanos, Latinos and all persons from Puerto Rico, Cuba, Latin-America, or of Spanish descent.
- ☐ **Asian or Pacific Islander** – includes Asian-Americans and persons of Japanese, Chinese, Korean or Filipino descent.
- ☐ **American Indian or Alaskan Native** – includes persons who identify themselves, or are known as such, by virtue of tribal association

Other (Specify)

CERTIFICATION: I certify that answers given herein are true and complete. I understand that giving false or misleading information, or the omission of any information requested in this authorization, will be grounds for refusal of vendor consideration. I understand that if offered a vendor agreement, I will be required to abide by all rules and regulations of the Administrative Office of the Courts. I agree that if I am arrested, charged with any criminal offense, or named in any suit in any jurisdiction, or if a personal or familial involvement arises in the outcome of any litigation before any court of the Sixth Judicial Circuit during my agreement as a vendor, I will immediately notify the Court Counsel's Office of the Sixth Judicial Circuit. I grant permission to the Sixth Judicial Circuit to conduct a background check on me and to share the results of the check with other State of Florida entities as necessary to consider my application to provide services for the Court.

Signature of Vendor

(your typed name & email address serves as your 'electronic signature')

Date

SAVE

Email the Application and Vendor Background Form to: SixthCircuitContracts@jud6.org