



# Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

Telephone 415-865-4200 · Fax 415-865-4205

---

## M E M O R A N D U M

---

**Date**

September 15, 2023

**To**

Active Certified and Registered Court Interpreters

**From**

Claudia Ortega, Supervising Analyst  
Court Interpreters Program  
Center for Families, Children & the Courts

**Subject**

2023 Court Interpreter Renewal and Compliance Cycle

**Action Requested**

Submit Annual Renewal Fee and Required Forms

**Deadline**

December 31, 2023

**Contact**

Questions regarding compliance:  
[courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)

Questions/login issues regarding CIDCS:  
[cids@jud.ca.gov](mailto:cids@jud.ca.gov)

---

The purpose of this memorandum is to inform all active certified court and registered interpreters that the 2023 Court Interpreter Renewal and Compliance cycle has launched effective September 15, 2023. All active certified and registered court interpreters are required to pay the annual renewal fee of \$100 and attest to completion of their continuing education and professional assignments requirements (if due by December 2023). The Court Interpreters Program (CIP) unit must receive the annual renewal fee and attestation form (if due) by December 31, 2023, for active court interpreters to avoid the late fee.

### **Online Attestation and Payment Platform**

All active certified and registered court interpreters may continue to pay their compliance fees and attest to completion of their continuing education and professional assignments requirements (if due by December 2023) via the Court Interpreter Data Collection System (CIDCS) court interpreter portal. CIP strongly encourages interpreters to utilize this function of CIDCS for immediate processing of their payment and attestation.

However, as discussed below, interpreters may continue to send paper checks and the attestation

form (if due), but they are required to mail them together and CIP must *receive* them by December 31, 2023.

### **Instructions**

Attachment A is a PowerPoint that provides step-by-step instructions for making payments and attesting via the online platform. The instructions include contact information if additional assistance is needed. It is also posted on the [Annual Court Interpreter Renewal and Compliance](#) and [CIDCS](#) webpages.

**To ensure that their online payment has been received, interpreters should check for receipt of two e-mails, one from CIDCS and the other from Payeezy, confirming the payment was successful.**

### **Benefits**

There are several benefits to interpreters when paying fees and attesting to completion of their continuing education and professional assignments requirements (if due) via CIDCS. They include:

- Elimination of the need to mail paper checks and attestation forms to CIP.
- Immediate processing of payments and attestation, rather than the wait of approximately two months when paying by check and attesting by hard copy.
- A quick and easy online process that takes approximately five minutes to complete.
- Ability to pay by Visa, Mastercard, or debit card with a Visa or Mastercard logo.
- Secure payments via Payeezy.
- Immediate receipt of two e-mails from CIDCS and Payeezy confirming the payment was successful.
- Ability to access the platform by the web and mobile phone at any time to make payment and attest.
- Ability to update your contact information while making payment and attesting.
- Ability to attest online in CIDCS to completion of your continuing education and professional assignments requirements (if due) and pay your annual renewal fee by check. However, it is recommended that interpreters attest to compliance (if due) and pay online at the same time to ensure that both steps are timely completed.

### **Service Fee**

The online system will charge a \$2.50 service fee for each online payment to help offset the bank cost of providing this service. Any extra amounts remaining once service fees are reconciled with bank processing charges will be allocated to the Court Interpreters' Fund to support the development of resources for aspiring and credentialed interpreters.

### **Importance of Current E-mail Addresses**

CIP communicates with active certified and court interpreters exclusively by e-mail. It is therefore crucial that interpreters ensure their contact information, especially their e-mail address, is current in CIDCS. When making payments and attesting, interpreters are encouraged to also review their contact information and make any necessary updates.

### **Payment by Check/Money Order and Attestation by Paper Form**

While CIP strongly encourages interpreters to utilize the online platform to pay their annual fee and attest, interpreters who still wish to pay by check and submit the paper attestation form may continue to do so. Please note that processing of paper checks and the paper attestation forms will continue to take approximately two months. Due to the high volume of inquiries that normally come with compliance, CIP cannot confirm receipt of payment and/or the attestation form. If you require proof of delivery, please send your payment and attestation form via express delivery.

Please note that the following forms are included as Attachment B:

- **Annual Renewal Fee form** – This form must be completed and included with payment by personal check, cashier's check, and/or money order.
- **Attestation to Completion of the Continuing Education and Professional Assignments Requirements form** – This form must be completed and included with check payments if an interpreter's completion of continuing education and professional assignments requirements is due by December 31, 2023. Interpreters should refer to the sticker on their badge for the due date of these requirements. As discussed above, interpreters may also attest through CIDCS.
- **Information Update/Verification form** – Updates to contact information may be requested via this form. If no updates to contact information are needed, then it is not necessary to send this form. As discussed above, interpreters may update their contact information in CIDCS, and they are encouraged to do so.

The 2023 compliance forms are also available on the [Annual Court Interpreter Renewal and Compliance](#) webpage.

Personal checks, cashier's checks, and/or money orders must be made payable to the State of California. Interpreters' canceled checks are their receipt. **Returned checks are subject to a \$15 returned check fee. CIP cannot accept forms by e-mail or fax. Checks and the attestation form (if due) must be mailed together, and they must be received by December 31, 2023. Please mail payment of the \$100 annual renewal fee and completed forms by**

**December 31, 2023, to:**

Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

**Please do not hand-deliver payment and forms to the Judicial Council.**

### **Hardship and Compliance Periods**

As in recent years, interpreters who are experiencing hardship are strongly encouraged to contact CIP at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) to discuss a waiver or other accommodation to avoid suspension and/or revocation of their certified and/or registered status.

The following table outlines the compliance periods and fees due for each period:

<b>Compliance Periods</b>	<b>Fees Due</b>	<b>Deadline</b>	<b>Impact to Credential if Fees and/or Attestation Are Not Received by the Deadline</b>
September 15 – Last Day in December	Annual Fee (\$100)	Last Day in December	Late Fee (\$50) is imposed.
January 1 – Last Day in February	Annual Fee (\$100) <i>and</i> Late Fee (\$50)	Last Day in February	Interpreter’s credential(s) are suspended, and the reinstatement fee (\$250) is imposed.
March 1 – Last Day in June	Annual Fee (\$100), Late Fee (\$50), <i>and</i> Reinstatement Fee (\$250)	Last Day in June	Interpreter’s credential(s) are revoked.

### **Compliance Requirements**

For all compliance requirements, please refer to the *Compliance Requirements for Certified Court Interpreters and Registered Interpreters* available at:

<https://www.courts.ca.gov/documents/CIP-Compliance-Requirements.pdf>

**Questions**

For questions regarding compliance, please e-mail [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov).

For questions/login issues regarding CIDCS, please e-mail [cids@jud.ca.gov](mailto:cids@jud.ca.gov).

Thank you for your efforts to support language access in the California courts.

**Attachments**

- Attachment A – Instructions for Online Compliance Payments and Attestation via CIDCS
- Attachment B – Forms for 2023 Renewal and Compliance

CO/tn

- cc: Chairs of the Regional Employment Relations Committee
- Language Access Representatives of the Superior Courts
- Human Resources Contacts of the Superior Courts
- Interpreter Coordinators of the Superior Courts
- Charlene Depner, Director, Center for Families, Children & the Courts (CFCC),  
Judicial Council
- Don Will, Assistant Director, CFCC, Judicial Council
- Douglas G. Denton, Principal Manager, Language Access Services Program, CFCC,  
Judicial Council
- Scott Gardner, Supervising Attorney, Labor and Employee Relations, Human Resources,  
Judicial Council

## **Attachment A**

# Court Interpreter Data Collection System (CIDCS)

## Court Interpreter Portal

Instructions for payment of the  
compliance annual renewal fee and  
attestation

September 2023



# How to pay the annual renewal fee and attest to completion of the continuing education and professional assignments requirements

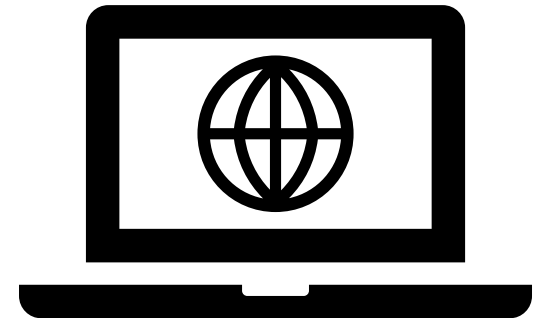
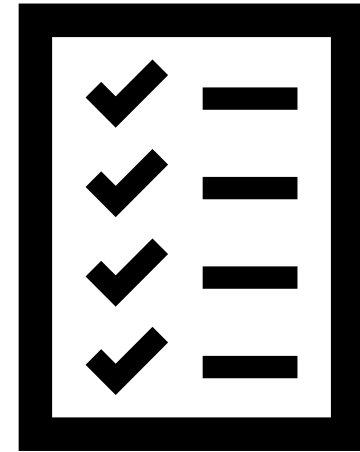
These instructions outline four easy steps:

**Step 1.** Log into the CIDCS Interpreter Portal

**Step 2.** Select the “Professional Assignments and Continuing Education” tab to attest (if due by December 31, 2023)

**Step 3.** Select the “Payment History” tab to pay the \$100 annual renewal fee

**Step 4.** Save the two confirmation emails





# Step 1

# Log into the CIDCS Interpreter Portal

## California Court Interpreter Web Portal

Welcome to the Interpreter Portal.

If you have a login for this portal, please [sign in](#). If you do not, and believe that you should, please contact your Court Interpreter administrators at [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov).

### Application availability

Due to the nightly backup of the Oracle database, this application will be unavailable daily from 10pm to 7am.

[Privacy Statement](#) | For questions regarding this portal, or to report technical issues, please email: [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

### Sign In

User ID (your Email Address):

Password:

[Forgot My Password](#)

Interpreter Portal:

<https://interpreterportal.courts.ca.gov/index.cfm>

## Step 2

Select the “Professional Assignments and Continuing Education” tab.

### California Court Interpreter Web Portal

User: Brittany Spears [Change Password](#) [Log Off](#)

[Interpreter Information](#)

[Professional Assignments and Continuing Education](#)

[Payment History](#)

[Add Daily Activity Log](#)

[FAQs](#)

If your professional assignments and continuing education requirements are due by December 31, 2023, you will see this screen. You must select every checkbox and then click on “I Attest That I Meet the Compliance Requirements” before proceeding to payment. Be sure to keep records for five years in case of an audit.

## California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information Professional Assignments and Continuing Education Payment History Add Daily Activity Log FAQs

### Attestation to Completion of the Continuing Education and Professional Assignments Requirements

If your continuing education and professional assignments requirements are due by the last day in December of this year, please complete the following online attestation form. Please refer to your identification badge for your due date for completion of these requirements.

All boxes must be checked in order to be compliant.

<input type="checkbox"/>	I have completed 30 hours of Court Interpreter Minimum Continuing Education (CIMCE) activities as per the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .
<input type="checkbox"/>	I have completed 40 court-related or other qualifying professional interpreting assignments as per the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .
<input type="checkbox"/>	I understand the Judicial Council of California's Court Interpreters Program has the right to conduct an audit <b>and that I must maintain records verifying that I have completed all compliance requirements for 5 years</b> . Failure to provide documentation as requested could result in the imposition of sanctions up to and including suspension or revocation of my interpreting credential.
<input type="checkbox"/>	I have read and understand the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .
<input type="checkbox"/>	I declare under penalty of perjury, under the laws of the State of California that the above is true and correct.

If you would like to request a waiver or extension of these requirements, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). For additional information, please click [HERE](#).

I Attest That I Meet The Compliance Requirements

You are not required to attest by December 31, 2023, if you see the circled message. You may proceed to make a payment by clicking on the "Payment History" tab.

## California Court Interpreter Web Portal

User: *Brittany Spears* [Change Password](#) [Log Off](#)

[Interpreter Information](#) [Professional Assignments and Continuing Education](#) [Payment History](#) [Add Daily Activity Log](#) [FAQs](#)

### Attestation to Completion of the Continuing Education and Professional Assignments Requirements

If your continuing education and professional assignments requirements are due by the last day in December of this year, please complete the following online attestation form. Please refer to your identification badge for your due date for completion of these requirements.

**Attestation is not needed at this time for this compliance year.**

If you would like to request a information on these requirements, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). For additional information, please click [HERE](#).

[Privacy Statement](#) | For questions regarding this portal, or to report technical issues, please email: [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

# Step 3

Select the "Payment History" tab.

## California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information

Professional Assignments and Continuing Education

Payment History

Add Daily Activity Log

FAQs

The table provides important information about the compliance deadlines and fees. Select “Click here to make a payment by credit or debit card” to make a payment.

Interpreter Information

Professional Assignments and Continuing Education

Payment History

Add Daily Activity Log

FAQs

## Fees, Credits, and Payments

Active certified and registered interpreters are now able to pay their compliance fees, as well as attest to completion of their professional assignments and continuing education requirements via this portal.

The following table outlines the compliance periods and fees due for each period:

Compliance Periods	Fees Due	Deadline	Impact to Credential if Fees and/or Attestation Not Received by Deadline
September 15 - December 31	Annual Fee (\$100)	Last day in December	Late Fee (\$50) imposed
January 1 - February 28	Annual Fee (\$100) and Late Fee (\$50)	Last day in February	Interpreter's credential(s) are suspended and reinstatement fee (\$250) imposed
March 1 - June 30	Annual Fee (\$100), Late Fee (\$50), and Reinstatement Fee (\$250)	Last day in June	Interpreter's credential(s) are revoked

Table that outlines the compliance periods and fees due for each period.

If you would like to request the inactive status, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov).

### Fees/Credits

Fee/Credit Details	Payment Year	Amount
Renewal Fee for Certified Court Interpreter	2021	\$100.00
<b>Outstanding Balance:</b>		<b>\$100.00</b>

You are strongly encouraged to pay the applicable fees via the ~~CIDCS portal~~ for quicker processing of your payment and updating of your compliance status.

[Click here to make a payment pay by credit or debit card](#)

The fee(s) that you owe and the transaction fee will be listed in the table shown below. Select “Proceed to Checkout” to make a payment.

Interpreter Information	Professional Assignments and Continuing Education	Payment History	Add Daily Activity Log	FAQs
-------------------------	---	-----------------	------------------------	------

Fee(s) Due (if you have any credit, that it will shown below.)

Renewal Fee for Certified Court Interpreter	\$100.00
Credit Card Transaction Fee	\$2.50
Total Amount Due	\$102.50

[Proceed to Checkout](#)

# Payment page

The system only accepts Mastercard, Visa, and debit cards with these logos. Provide all of the required information and then submit your payment by clicking on "Pay with Your Credit or Debit Card."

**NOTE:** For your security, the system will NOT retain your card's information.

## Review Your Order

Quantity	Item	Unit	
1	Renewal Fee for Certified Court Interpreter	\$100.00	USD
1	Credit Card Transaction Fee	\$2.50	USD
Total			USD

[« Return to Judicial Council of California](#)

## Pay with Your Credit or Debit Card

Cardholder Name

Brittany Spears

Address

1222 Lovely Street

City

Sacramento

State/Province

California

ZIP/Postal Code

95819

Country

United States

Credit Card Number

Expiry Date (MMYY)



Security Code

Present

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.




Email

Lisa.chavez@jud.ca.gov

A confirmation email will be sent to this address.

Verification

I'm not a robot 

Pay with Your Credit or Debit Card

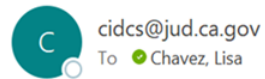


Once payment is complete, you will be logged out of CIDCS.  
Note: You may log back in at anytime to update your profile information.

Step 4  
You will  
immediately  
receive two  
email  
confirmations.  
Save them for  
your records.

## CIDCS Confirmation

2021 Compliance: Receipt of Online Payment



<< Do not reply to this email. >>

Thank you for your payment. Please review the following details of this or accurate, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](#)

### Interpreter Details:

Brittany Spears  
1222 Lovely Street  
Sacramento, CA 95819  
Certification #: 334017  
Email: [Lisa.chavez@jud.ca.gov](mailto:Lisa.chavez@jud.ca.gov)

### Payment Details:

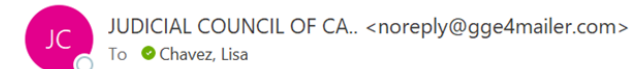
**Payment Method:** Credit card  
**Payment ID:** 13045  
**Reference #:** 008130  
**Card Holder:** Brittany Spears  
**Card Type:** VISA  
**Card Number:** #####0958  
**Payment Date:** 8/8/2022 @ 10:46:48 AM  
**Amount Paid:** \$3.50


Description
Renewal Fee for Certified Court Interpreter
Transaction Fee
Total Paid

Thank you for your payment

## Payeezy Confirmation

Transaction Receipt from JUDICIAL COUNCIL OF CA.



 If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for your payment

### Order Information

Quantity	Item
1	Renewal Fee for Certified Court Interpreter
1	Credit Card Transaction Fee

**This order is now complete. Transaction approved!**

Here is your receipt:

```
***** TRANSACTION RECORD *****
JUDICIAL COUNCIL OF CA..
455 GOLDEN GATE AVENUE
SAN FRANCISCO, CA 94102
United States
HTTPS://INTERPRETERPORTAL.JUD.CA.GOV/INDEX.CFM

TYPE: Purchase
ACCT: Visa          $ 3.50 USD

CARDHOLDER NAME : Brittany Spears
CARD NUMBER      : #####0958
DATE/TIME        : 08 Aug 22 10:46:46
REFERENCE #      : 002 066520 W
AUTHOR. #        : 008130
TRANS. REF.      : 7825

Approved - Thank You 100

Please retain this copy for your records.

Cardholder will pay above amount to
card issuer pursuant to cardholder
agreement.
*****
```

For questions regarding this payment, please contact the Court Interpreters Program by emailing: [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)

# To view your history of payments (including the payment just made), log back in and select the “Payment History” tab.

## Fees, Credits, and Payments

The following table outlines the compliance periods and fees due for each period:

Compliance Periods	Fees Due	Deadline	Impact to Credential if Fees and/or Attestation Not Received by Deadline
September 15 - December 31	Annual Fee (\$100)	Last day in December	Late Fee (\$50) imposed
January 1 - February 28	Annual Fee (\$100) and Late Fee (\$50)	Last day in February	Interpreter's credential(s) are suspended and reinstatement fee (\$250) imposed
March 1 - June 30	Annual Fee (\$100), Late Fee (\$50), and Reinstatement Fee (\$250)	Last day in June	Interpreter's credential(s) are revoked

If you would like to request a waiver of these fees due to hardship or to be placed on inactive status, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). For additional information, please visit the [Annual Renewal and Compliance](#) webpage.

### Fees/Credits

no fee/credit information is available at this time

### Payment History

Date Received	Payment Details (Type/Notes)	Payment Year	Amount	Payment Method
09-06-2022	Renewal Fee for Certified Court Interpreter + Transaction Fee	2022	\$102.50 (Paid)	Credit Card Payment

# Additional Information

## Waivers

- ❑ If you need to request a waiver due to hardship, please contact the Court Interpreters Program at:

[courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)



## Other Fees

- ❑ Late fees for compliance can also be paid via the Interpreter Portal when due.
- ❑ Fees for new and replacement badges can also be paid via the Interpreter Portal by emailing the Court Interpreters Program





## Resources

For more information about the CIDCS Interpreter Portal: <https://www.courts.ca.gov/44714.htm>

For more information about compliance: <https://www.courts.ca.gov/23507.htm>

For help logging in: Email [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

For questions about compliance: Email [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)

## **Attachment B**





Judicial Council of California

**Attestation to Completion of the Continuing Education and Professional Assignments Requirements**

---

Name on badge:

---

Certification and/or Registration Number(s):

---

Language(s):

---

**For the compliance period ending December 31, 2023:**

(Please refer to your identification badge for the expiration date)

I have completed 30 hours of Court Interpreter Minimum Continuing Education (CIMCE) activities as per the *Compliance Requirements for Certified Court and Registered Interpreters*.

I have completed 40 court-related or other qualifying professional interpreting assignments as per the *Compliance Requirements for Certified Court and Registered Interpreters*.

I understand the Judicial Council of California's Court Interpreters Program has the right to conduct an audit and that **I must maintain records verifying that I have completed all compliance requirements for 5 years.** Failure to provide documentation as requested could result in the imposition of sanctions up to and including suspension or revocation of my interpreting credential.

I have read and understand the *Compliance Requirements for Certified Court and Registered Interpreters*, located at <http://www.courts.ca.gov/documents/CIP-Compliance-Requirements.pdf>

**All boxes must be checked in order to be in compliance.**

**I declare under penalty of perjury, under the laws of the State of California that the above is true and correct:**

---

Signature

Date

Please retain a copy of this form for your records. This form and your annual fee form must be received by December 31, 2023, to avoid late fees and negative impact to your credentialed status.





Judicial Council of California

INFORMATION UPDATE/ VERIFICATION
ALL INTERPRETERS: PLEASE FILL OUT FORM AND RETURN ONLY
IF YOU HAVE CHANGES

Name: \_\_\_\_\_ (Is this a new name? Yes/No)
Certification and/or Registration Number: \_\_\_\_\_

Contact information, including phone numbers and e-mail addresses, will be published on the Master List on the California Courts website and may also be provided, along with your mailing address, to trial court personnel on request, unless you indicate otherwise below.

E-mail address: \_\_\_\_\_

Mailing address:

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

County and State in which you live: \_\_\_\_\_

Please mark "X" in the box if you want the following information published to the Master List.

- Home phone, Work phone, Cell, E-mail checkboxes and input fields.

GEOGRAPHIC AVAILABILITY (Please circle all counties in which you are available to work)

- Grid of checkboxes for California counties: Alameda, Glenn, Marin, Placer, San Mateo, Sutter, Alpine, Humboldt, Mariposa, Plumas, Santa Barbara, Tehama, Amador, Imperial, Mendocino, Riverside, Santa Clara, Trinity, Butte, Inyo, Merced, Sacramento, Santa Cruz, Tulare, Calaveras, Kern, Modoc, San Benito, Shasta, Tuolumne, Colusa, Kings, Mono, San Bernardino, Sierra, Ventura, Contra Costa, Lake, Monterey, San Diego, Siskiyou, Yolo, Del Norte, Lassen, Napa, San Francisco, Solano, Yuba, El Dorado, Los Angeles, Nevada, San Joaquin, Sonoma, Out of State, Fresno, Madera, Orange, San Luis Obispo, Stanislaus, All counties, Out of Country.

**NAME CHANGE: If your name has changed, please provide:**

**Former Name** (as it appears on the Master List): \_\_\_\_\_

**New Name** \_\_\_\_\_

If you have changed your name, you will require a new badge. Please return this form along with a \$15 check, cashier's check, or money order payable to the State of California. *Returned checks are subject to a \$15 returned check fee*

**IDENTITY VERIFICATION**

Please provide a scan or photocopy of your driver's license or other identification that shows your photo and date of birth. This information is requested to verify your identity and *will not* be retained.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize the Judicial Council to release information contained herein, unless I have indicated otherwise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION**

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that any false or misleading statements may result in the forfeiture of my status as a certified court or registered interpreter and removal from the Judicial Council's Master List, in addition to other penalties provided by law.

Your new full name (print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Mail completed update form to:*

**Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688**

**Please keep a copy of the completed form for your records.**