



## Community Volunteer Interpreter Procedures

### 1 What is a community volunteer interpreter?

Volunteer interpreters provide language support during discussions and procedures at schools, day nurseries, and administrative organs.

### 2 When can this system be used?

Interpreting may be done:

- During talks with teachers and to convey the content of matriculation and procedures
- For more complete comprehension of procedures at municipal offices
- For procedures relating to visa application and renewal
- For consultations on human rights issues

Interpreting may NOT be done:

- × At educational institutions or for purposes of language study
- × At private residences or for private matters
- × For arbitration or consultation in personal matters

Please consult with TPIEF to see if interpreting may be provided in situations not listed.

### 3 Who can use the system?

This system is available for use by any prefectural residents of foreign nationality.

### 4 Are there any fees?

TPIEF covers volunteer travel expenses and reimbursement as applicable.

### 5 How does the system work?

① User places request

② Arrangement

③ Dispatch

④ User submits questionnaire



① Submit the **Community Volunteer Interpreter Dispatch Request Form** by post, fax, email or in person at your local TPIEF office.

② TPIEF arranges for volunteer interpreter dispatch.

③ Volunteer interpreter is dispatched to the discussion location.

④ Be sure to submit the questionnaire when the session is finished.

※Application and questionnaire are available for download on the TPIEF web site.

**6 Please note the following:**

- TPIEF volunteer interpreters will not reveal personal information to any third party.
  
- Please apply for dispatch as far in advance as possible. In case of applications submitted immediately before interpretation is needed, it may not be possible to secure a volunteer for the language requested.
  
- Please arrange any correspondence with your interpreter through TPIEF.
  
- TPIEF and its volunteers are not responsible for any personal loss or injury contracted during interpretation proceedings.



**[Office Location]**

- Head Office: Open weekdays 9:00-6:00 weekends 9:00-5:30 (closed on national holidays)  
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- Kurayoshi Office: Open weekdays 8:30-5:15 (closed on weekends and national holidays)  
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- Yonago Office: Open weekdays and Sundays 9:00-5:30 (closed on Saturdays and national holidays)  
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