



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?

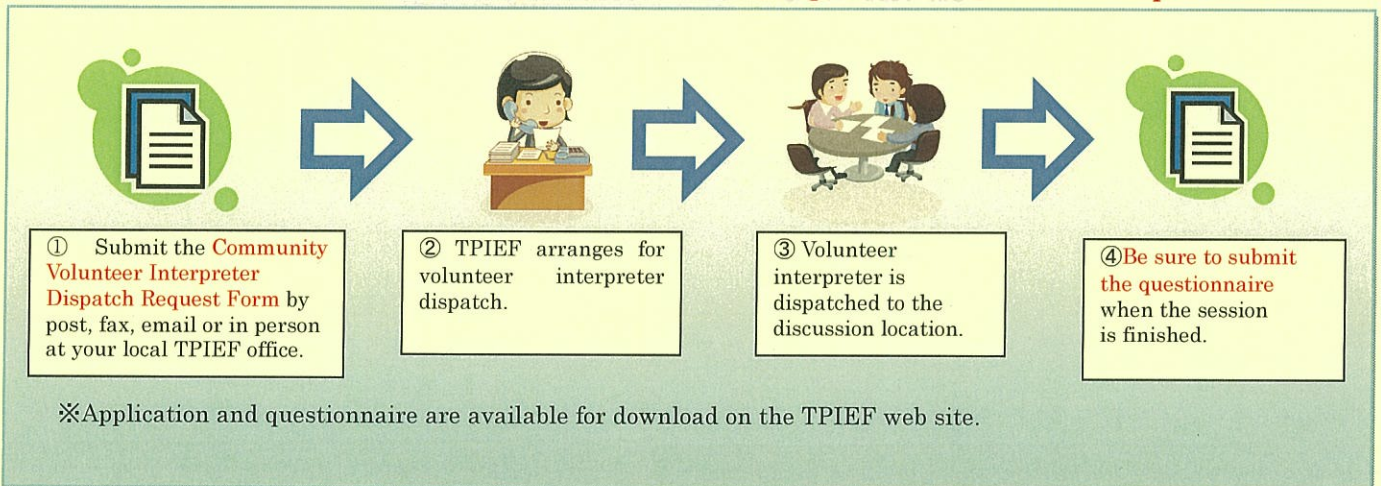
This system is available for use by any prefectural residents of foreign nationality.

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





5 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)
〒680-0947 Tottori City, Koyama Nishi 4-110-5 Tottori Airport International Center
TEL(0857)31-5951 FAX(0857)31-5952 E-mail tic@torisakyu.or.jp
- Kurayoshi Office: Open weekdays 8:30-5:15 (closed on weekends and national holidays)
〒682-0802 Kurayoshi City, Highashi Iwaki-cho 2 Tottori General Offices Annex
TEL(0858)23-5931 FAX(0858)23-5932 E-mail tick@torisakyu.or.jp
- Yonago Office: Open weekdays 9:00-5:30 weekends 10:00-5:00 (closed on national holidays)
〒683-0043 Yonago City, Suehiro-cho 294 Yonago Convention Center
TEL(0859)34-5931 FAX(0859)34-5955 E-mail ticy@torisakyu.or.jp

on the web: www.torisakyu.or.jp



After the questionnaire is finished, please return it to the office.



Volunteers are dispatched to the dispatch location.



TPIEF arranges for volunteer interpreters to be dispatched.



Submit the questionnaire to the office by post, fax, email or in person at your local TPIEF office.

Apply at TPIEF Head Office TEL (0857)31-5951 FAX(0857)31-5952 E-mail tic@torisakyu.or.jp
 Kurayoshi Office TEL (0858)23-5931 FAX(0858)23-5932 E-mail tick@torisakyu.or.jp
 Yonago Office TEL(0859)34-5931 FAX(0859)34-5955 E-mail ticy@torisakyu.or.jp

For Foreign Resident Use



Community Volunteer Interpreter Request Form

Date: _____ (YYYY) ____ (MM) ____ (DD)

Interpreter dispatch requested per the information following.

Filling in this form indicates compliance with rules and procedures pertaining to the dispatch system.

Name	kana				
Nationality		Sex	<input type="checkbox"/> M <input type="checkbox"/> F	Age	
Address	〒 -				
TEL			FAX		
Mobile			E-mail		
Request	Language				
	Date	_____ (YYYY) ____ (MM) ____ (DD) () From : to :			
	Location				
	Meeting Place				
Comments					

Rules and Procedures:

- 1 TPIEF and volunteer interpreters are not responsible in the case of handicaps incurred by the user or other party.
- 2 Volunteer interpreters may not perform interpretation for content other than that specified on this form.
- 3 The user agrees to submit the completed questionnaire promptly upon completion of interpreting.

