

Submitting a Request for ASL Interpreter – HIS Sign

ASL Request Website: www.HISsign.com



Information Needed to Submit an Online Request

Business or Organization Name: Montgomery County Government, Include Department Name & Division

Requester Name:

Phone Number:

Email Address:

Deaf Consumer Name(s):

Short Description of Assignment:

Service Type: In-Person or Virtual

Deaf Consumer's Language Preference: ASL

Job Date(s):

Job Start and End Times:

Job Address: (If onsite)

City, State, and Zip:

Onsite Contact Name:

Onsite Contact Phone Number:

Onsite Contact Email:

Special Instructions: (Include meeting link if virtual)

Parking is: Free or Metered

Additional Parking Instructions:

Submitting a Request for ASL Interpreter – HIS Sign

Submit online request form:

To request ASL services, please fill out the form below:

Business or Organization Name:
MCG [Department & Division]

Requester Name:
Department Contact Name

Phone Number:
Phone Number

Email Address:
Email Address

Deaf Consumer Name(s)
Deaf Consumer Name(s)

Short Description of Assignment:
Short Description of Assignment

Onsite Contact Email:
Enter Email Address

Preferred Interpreter Name(s):
Enter "None" If Not Applicable

Interpreter Preference:

- Male Interpreter
- Female Interpreter
- No preference

Special Instructions:

Arrival Instructions:
Instructions for the Interpreter(s) Upon Arrival

Mileage is Reimbursed: (if yes, at 65.5 cents per mile)

- Yes Mileage Reimbursed
- No Mileage Reimbursed

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Service Type

Onsite Interpreter
 Virtual Interpreter / Video Conference
 Live or Prerecorded Video Request

Deaf Consumer's Language Preference:

ASL, Tactile, Cued, or Other Sign Language Preference

Job Date(s)

Ex: February 1, 2018

Job Start and End Times:

Ex: 6:30 am - 4:45 pm

Job Address:

Ex: 123 Main Street

City, State, and Zip:

Ex: Ashburn, VA 20154

Onsite Contact Name:

Enter Name

Onsite Contact Phone Number:

Enter Phone Number

Onsite Contact Email:

Enter Email Address

Preferred Interpreter Name(s):

Enter "None" if Not Applicable

Interpreter Preference:

Male Interpreter
 Female Interpreter
 No preference

Special Instructions:

Arrival Instructions:

Instructions for the Interpreter(s) Upon Arrival

Mileage is Reimbursed: (if yes, at 65.5 cents per mile)


Yes Mileage Reimbursed
 No Mileage Reimbursed

Parking is:

Free
 Metered
 Reimbursed

Additional Parking Instructions:

Additional Parking Instructions

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