

# Interpreter Request Form

Use this form to request an interpreter for the Deaf. The requesting Catholic parish, school or institution is responsible for payment. The cost of interpreting ranges from \$35- \$50 an hour. There is often a two hour minimum. Events lasting over two hours require two interpreters. Needy parishes may request funds from the Deaf Apostolate to assist in paying for interpreters.

Requestor's Name \_\_\_\_\_

Requestor's Phone Number \_\_\_\_\_

Requestor's Email Address \_\_\_\_\_

Name of Church/School : \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Description : \_\_\_\_\_

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

Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Deaf Individuals:

\_\_\_\_\_

***Please fax or email this form to the Deaf Apostolate,  
An invoice will be sent to the Parish/ School or Institution.***

A week before or in case of a funeral a day before the Mass or event the interpreter will need to have all the materials such as agenda, readings, music, whatever text are available. These can be emailed or faxed.

**DEAR APOSTOLATE**  
Archdiocese of Philadelphia  
222 North 17<sup>th</sup> Street  
Philadelphia, Pa 19103

215-587-3913 (Voice/TTY) 267-507-1215 (VP) 215-587-0510 (TTY)  
215-587-3561 (Fax) [sr.kschipani@archphila.org](mailto:sr.kschipani@archphila.org) (e-mail)