

## Hong Kong Christian Service CHEER

### Telephone Interpretation Service Appointment (TELIS Appointment) Request Form

In the case you wish to request TELIS Appointment via means other than calling the TELIS hotlines, you can fax the completed form together with your agency's chop and your signature to **fax (No.: 3106 0455) or email (tis-cheer@hkcs.org)** at least **3 working days in advance**. We will reply you via email within 24 hours.

Information you provide will be disclosed to interpreters and authorized staff of CHEER for the purpose of following up your request.

<b>Case Reference number:</b> _____ <i>*This number will be issued by CHEER.</i>	<b>Agency code(If Any):</b> _____ <i>*This code will be assigned by CHEER</i>
<b>Type of Organization:</b> <input type="checkbox"/> Education Bureau <input type="checkbox"/> Department of Health <input type="checkbox"/> Housing Department <input type="checkbox"/> Immigration Department <input type="checkbox"/> NGO <input type="checkbox"/> School <input type="checkbox"/> Social Welfare Department <input type="checkbox"/> Others: _____	
<b>Organization Information: (Compulsory for organizations without Agency Code)</b> <b>Name:</b> _____ <b>Unit/ Section:</b> _____ <b>Address:</b> _____ <b>Tel:</b> _____ <b>Fax:</b> _____	
<b>Enquirer Information:</b> <b>Name:</b> _____ <b>Post:</b> _____ <b>Email:</b> _____ <b>Tel (If different from above):</b> _____ <b>Fax (If different from above):</b> _____	
<b>Service User Information:</b> <b>Name:</b> _____ <b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <b>Language Spoken:</b> <input type="checkbox"/> Bahasa Indonesia <input type="checkbox"/> Hindi <input type="checkbox"/> Nepali <input type="checkbox"/> Punjabi <input type="checkbox"/> Tagalog <input type="checkbox"/> Thai <input type="checkbox"/> Urdu	
<b>Date needing TELIS Appointment</b> <b>Date</b> ____ (DD)/ ____ (MM)/ ____ (YY) <b>Time :</b> ____ AM/PM to ____ AM/PM <b>Indicate here:</b> <b>Telephone number for CHEER's interpreter to call for TELIS Appointment:</b> _____ <b>Name of officer conducting the TELIS Appointment:</b> _____	
<b>Background information about the assignment</b>  <i>(Please fax relevant materials such as application form together with this form if appropriate)</i>	
<b>Do you need any web conference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Preference of interpreter?</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Either	
<b>Office Use Only</b>	<b>Confirmed TELIS Appointment by:</b> _____ on ____ (DD)/ ____ (MM)/ ____ (YY) <b>Name of Interpreter booked:</b> _____

*Interpretation will be between English and one of the EM languages.*

Signed by : \_\_\_\_\_  
Name of Officer : \_\_\_\_\_  
Date : \_\_\_\_\_

Agency Chop: