



# Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

Telephone 415-865-4200 · Fax 415-865-4205

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## M E M O R A N D U M

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**Date**

September 16, 2024

**Action Requested**

Submit Annual Renewal Fee and Required Forms

**To**

Active Certified and Registered Court Interpreters

**Deadline**

December 31, 2024

**From**

Douglas G. Denton  
Principal Manager, Language Access Services  
Center for Families, Children & the Courts

**Contact**

Questions regarding compliance:  
[courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)

**Subject**

2024 Court Interpreter Renewal and Compliance Cycle

Questions/login issues regarding CIDCS:  
[cidcs@jud.ca.gov](mailto:cidcs@jud.ca.gov)

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The purpose of this memorandum is to inform all active certified and registered court interpreters that the 2024 Court Interpreter Renewal and Compliance cycle has launched effective September 16, 2024. All active certified and registered court interpreters are required to pay the annual renewal fee of \$100 and attest to completion of their continuing education and professional assignments requirements (if due) by December 31, 2024. The Court Interpreters Program (CIP) unit must receive the annual renewal fee and attestation form (if due) by December 31, 2024, for active court interpreters to avoid suspension. Please note there are important changes below.

### **Important Changes to Annual Renewal and Compliance Cycle**

#### **American Sign Language (ASL) Court Interpreters**

Effective January 1, 2024, existing ASL court interpreters (except new interpreters added through reciprocity in 2024) must pay the \$100 annual interpreter renewal fee so that CIP can more accurately track the number, status, and contact information of ASL court interpreters who are on the Judicial Council Master List. Fees collected will be deposited into the Court Interpreters' Fund, which gathers annual renewal payments from court interpreters and supports interpreter

training and other program efforts.<sup>1</sup> ASL court interpreters must pay the annual fee and attest that they are in good standing and may do so through the Court Interpreter Data Collection System (CIDCS; see below). Continuing education requirements for ASL court interpreters remain with the entity that they received their certification from (e.g., the Registry of Interpreters for the Deaf (RID) or the Texas Board for Evaluation of Interpreters (Texas BEI)).

### **Changes to Annual Compliance Cycle and Removal of Late Fees/Automatic Revocation**

Effective January 1, 2025, the Court Interpreters Advisory Panel (CIAP) approved changes to the annual renewal and compliance cycle. Effective January 1, 2025, the major changes are to change the annual compliance cycle from 9.5 months over two calendar years (September 15 to June 30) to 5 months within the same calendar year (July 1 to the last business day in November), and to remove the late fees, automatic revocation, and retesting requirements for interpreters who are out of compliance. Instead, starting January 1, 2025, interpreters who are out of compliance will be placed on suspension and will be able to come back into good standing at any time upon request and payment of outstanding fees. These changes make the compliance process simpler and will help retain interpreters. See the table below for changes to dates and fees.

**For the current 2024 compliance cycle, please note that you must pay your annual fee and attest (if due) by December 31, 2024, to avoid suspension and payment of a reinstatement fee (see table below on page 5). Also, please note that staff are only available to assist with questions during business hours and non-holidays.**

### **Online Attestation and Payment Platform**

All active certified and registered court interpreters may continue to pay their compliance fees and attest to completion of their continuing education and professional assignments requirements (if due) by December 31, 2024, via the CIDCS Court Interpreter Portal. CIP strongly encourages interpreters to utilize this function of CIDCS for immediate online processing of their payment and attestation.

However, as discussed below, interpreters may continue to send paper checks and the attestation form (if due), but they are required to mail them together and CIP must *receive* them by December 31, 2024.

### **Instructions**

Attachment A is a PowerPoint that provides step-by-step instructions for making payments and

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<sup>1</sup> See October 27, 2023, Judicial Council report on *Language Access Plan: New Requirements for American Sign Language Court Interpreters*, approved by council on November 17, 2023, at

<https://jcc.legistar.com/View.ashx?M=F&ID=12443593&GUID=86D50238-F331-4F4E-BBA7-A91D30995599>

attesting via the online platform. The instructions include contact information if additional assistance is needed. It is also posted on the [CIDCS Interpreter Portal - Resources](#) webpage.

**For completing the compliance requirements online, please note:**

- User ID login is case sensitive (i.e., spaces, upper and lower cases).
- The Court Interpreter Portal only accepts Visa and Mastercard
- Use a non-Apple device
- Use Google Chrome
- Clear the browser cache

**To ensure that their online payment has been received, interpreters should check for receipt of an e-mail confirmation from the Judicial Council (via the Clover platform), confirming the payment was successful.**

**Benefits**

There are several benefits to interpreters when paying fees and attesting to completion of their continuing education and professional assignments requirements (if due) via CIDCS. They include:

- Elimination of the need to mail paper checks and attestation forms to CIP.
- Immediate processing of payments and attestation, rather than the wait of approximately two months when paying by check and attesting by hard copy.
- A quick and easy online process that takes approximately five minutes to complete.
- Ability to pay by Visa, Mastercard, or debit card with a Visa or Mastercard logo.
- Immediate receipt confirming the payment was successful.
- Ability to access the platform by the web and mobile phone at any time to make payment and attest.
- Ability to update your contact information while making payment and attesting.
- Ability to attest online in CIDCS to completion of your continuing education and professional assignments requirements (if due) and pay your annual renewal fee by check. However, it is recommended that interpreters attest to compliance (if due) and pay online at the same time to ensure that both steps are timely completed.

**Service Fee**

The online system will charge a \$2.50 service fee for each online payment to help offset the bank cost of providing this service. Any extra amounts remaining once service fees are reconciled with bank processing charges will be allocated to the Court Interpreters' Fund to support the development of resources for aspiring and credentialed interpreters.

**Importance of Current E-mail Addresses**

CIP communicates with active certified and court interpreters exclusively by e-mail. It is

therefore crucial that interpreters ensure their contact information, especially their e-mail address, is current in CIDCS. When making payments and attesting, interpreters are encouraged to also review their contact information and make any necessary updates.

### **Payment by Check/Money Order and Attestation by Paper Form**

While CIP strongly encourages interpreters to utilize the online platform to pay their annual fee and attest, interpreters who still wish to pay by check and submit the paper attestation form may continue to do so. Please note that processing of paper checks and the paper attestation forms will continue to take approximately two months. Due to the high volume of inquiries that normally come with compliance, CIP cannot confirm receipt of payment and/or the attestation form. If you require proof of delivery, please send your payment and attestation form via express delivery.

Please note that the following forms are included as Attachment B:

- **Annual Renewal Fee form** – This form must be completed and included with payment by personal check, cashier's check, and/or money order.
- **Attestation to Completion of the Continuing Education and Professional Assignments Requirements form** – This form must be completed and included with check payments if an interpreter's completion of continuing education and professional assignments requirements is due by December 31, 2024. Interpreters should refer to the sticker on their badge for the due date of these requirements. As discussed above, interpreters may also attest through CIDCS.
- **Information Update/Verification form** – Updates to contact information may be requested via this form. If no updates to contact information are needed, then it is not necessary to send this form. As discussed above, interpreters may update their contact information in CIDCS, and they are encouraged to do so.

The 2024 compliance forms are also available on the [Annual Court Interpreter Renewal and Compliance](#) webpage.

Personal checks, cashier's checks, and/or money orders must be made payable to the State of California. Interpreters' canceled checks are their receipt.

**Returned checks are subject to a \$15 returned check fee. CIP cannot accept forms by e-mail or fax. Checks and the attestation form (if due) must be mailed together, and they must be *received* by December 31, 2024.**

**Please mail payment of the \$100 annual renewal fee and completed forms by December 31, 2024, to:**

Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

**Please do not hand-deliver payment and forms to the Judicial Council.**

### **Hardship and Compliance Periods**

As in recent years, interpreters who are experiencing hardship are strongly encouraged to contact CIP at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) to discuss a waiver or other accommodation to avoid suspension of their certified and/or registered status.

The following table outlines the compliance periods and fees due for each current or upcoming compliance period:

<b>Compliance Period</b>	<b>Fees Due</b>	<b>Deadline</b>	<b>Impact to Credential if Fees and/or Attestation Are Not Received by the Deadline</b>
<b>Calendar Year 2024:</b> Compliance period runs September 16 – December 31, 2024	Annual Fee (\$100)	December 31, 2024	Suspension. To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)
<b>Calendar Year 2025:</b> Compliance period runs July 1 – November 26, 2025	Annual Fee (\$100)	November 26, 2025	Suspension. To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)
<b>Calendar Year 2026:</b> Compliance period runs July 1 – November 25, 2026	Annual Fee (\$100)	November 25, 2026	Suspension. To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)

### **Compliance Requirements**

For all compliance requirements, please refer to the [Compliance Requirements for California Certified Court and Registered Interpreters](#). Please note that the updated *Compliance Requirements* document with recent changes will be posted as soon as possible.

### **Questions**

- For questions regarding compliance, please e-mail [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov).
- For questions/login issues regarding CIDCS, please e-mail [cids@jud.ca.gov](mailto:cids@jud.ca.gov).

Thank you for your ongoing efforts to support language access in the California courts.

### **Attachments**

Attachment A – Instructions for Online Compliance Payments and Attestation via CIDCS

Attachment B – Forms for 2024 Renewal and Compliance

DD/tn

cc: Chairs of the Regional Employment Relations Committee

Language Access Representatives of the Superior Courts

Human Resources Contacts of the Superior Courts

Interpreter Coordinators of the Superior Courts

Charlene Depner, Director, Center for Families, Children & the Courts (CFCC),

Judicial Council

Don Will, Assistant Director, CFCC, Judicial Council

Scott Gardner, Supervising Attorney, Labor and Employee Relations, Human Resources,

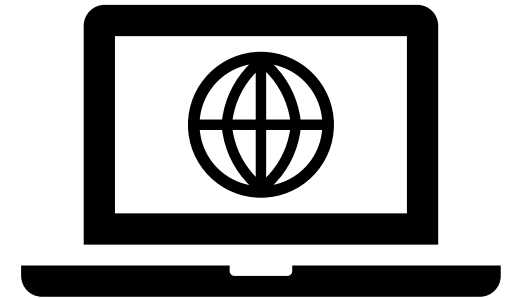
Judicial Council

## **Attachment A**

# Court Interpreter Data Collection System (CIDCS) Court Interpreter Portal

## Instructions for payment of the compliance annual renewal fee and attestation

September 2024





## How to pay the annual renewal fee and attest to completion of the continuing education and professional assignments requirements

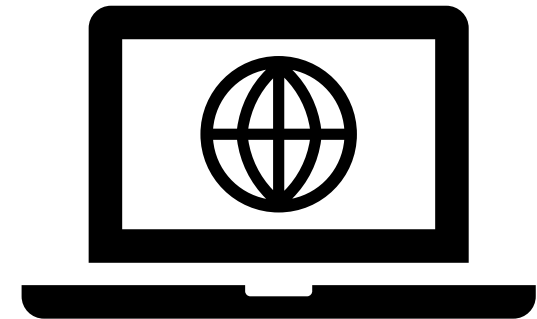
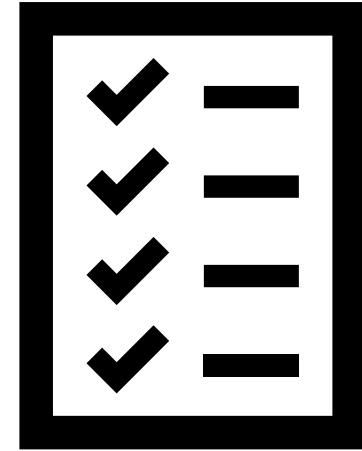
These instructions outline four easy steps:

Step 1. Log into the CIDCS Interpreter Portal

Step 2. Select the “Professional Assignments and Continuing Education” tab to attest (if due by December 31, 2024)

Step 3. Select the “Payment History” tab to pay the \$100 annual renewal fee

Step 4. Save the confirmation email



# Step 1

## Log into the CIDCS Interpreter Portal

### California Court Interpreter Web Portal

Welcome to the Interpreter Portal.

If you have a login for this portal, please [sign in](#). If you do not, and believe that you should, please contact your Court Interpreter administrators at [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov).

#### Application availability

Due to the nightly backup of the Oracle database, this application will be unavailable daily from 10pm to 7am.

[Privacy Statement](#) | For questions regarding this portal, or to report technical issues, please email: [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

#### Sign In

User ID (your Email Address):

Password:

[Forgot My Password](#)

Interpreter Portal:

<https://interpreterportal.courts.ca.gov/index.cfm>

## Step 2

Select the “Professional Assignments and Continuing Education” tab

# California Court Interpreter Web Portal

User: Brittany Spears [Change Password](#) [Log Off](#)

[Interpreter Information](#)

[Professional Assignments and Continuing Education](#)

[Payment History](#)

[Add Daily Activity Log](#)

[FAQs](#)

If your professional assignments and continuing education requirements are due by December 31, 2024, you will see this screen. You must select every checkbox and then click on "I Attest That I Meet the Compliance Requirements" before proceeding to payment. Be sure to keep records for five years in case of an audit.

## California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information Professional Assignments and Continuing Education Payment History Add Daily Activity Log FAQs

### Attestation to Completion of the Continuing Education and Professional Assignments Requirements

If your continuing education and professional assignments requirements are due by the last day in December of this year, please complete the following online attestation form. Please refer to your identification badge for your due date for completion of these requirements.

All boxes must be checked in order to be compliant.

<input type="checkbox"/>	I have completed 30 hours of Court Interpreter Minimum Continuing Education (CIMCE) activities as per the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .
<input type="checkbox"/>	I have completed 40 court-related or other qualifying professional interpreting assignments as per the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .
<input type="checkbox"/>	I understand the Judicial Council of California's Court Interpreters Program has the right to conduct an audit <b>and that I must maintain records verifying that I have completed all compliance requirements for 5 years</b> . Failure to provide documentation as requested could result in the imposition of sanctions up to and including suspension or revocation of my interpreting credential.
<input type="checkbox"/>	I have read and understand the <i>Compliance Requirements for Certified Court and Registered Interpreters</i> .
<input type="checkbox"/>	I declare under penalty of perjury, under the laws of the State of California that the above is true and correct.

If you would like to request a waiver or extension of these requirements, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). For additional information, please click [HERE](#).

I Attest That I Meet The Compliance Requirements

You are not required to attest by December 31, 2023, if you see the circled message. You may proceed to make a payment by clicking on the "Payment History" tab.

## California Court Interpreter Web Portal

User: *Brittany Spears* [Change Password](#) [Log Off](#)

[Interpreter Information](#) [Professional Assignments and Continuing Education](#) [Payment History](#) [Add Daily Activity Log](#) [FAQs](#)

### Attestation to Completion of the Continuing Education and Professional Assignments Requirements

If your continuing education and professional assignments requirements are due by the last day in December of this year, please complete the following online attestation form. Please refer to your identification badge for your due date for completion of these requirements.

**Attestation is not needed at this time for this compliance year.**

If you would like to request a information on these requirements, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). For additional information, please click [HERE](#).

[Privacy Statement](#) | For questions regarding this portal, or to report technical issues, please email: [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

## For ASL interpreters:

You will see this screen. You must select the checkbox and then click on “I Attest That I Meet the Compliance Requirements” before proceeding to payment.

**California Court Interpreter Web Portal**

User: Johnny Depp Change Password Log Off

Interpreter Information **ASL Compliance** Payment History Add Daily Activity Log FAQs

**Attestation of Good Standing**

Please complete the following online attestation form annually, along with submission of your annual renewal fee.

I declare under penalty of perjury that I am in good standing with the body that credentialed me as an American Sign Language (ASL) court interpreter. (If you were credentialed by an entity that is no longer active, please check the box to indicate that you are in good standing as an ASL court interpreter)..

If you would like to request a waiver of these requirements, please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). For additional information, please visit the [Annual Renewal and Compliance](#) webpage.

**I Attest that I Meet the Compliance Requirements**

Privacy Statement | For questions regarding this portal or to report technical issues, please email: [CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

# California Court Interpreter Web Portal

User: Brittany Spears [Change Password](#) [Log Off](#)

[Interpreter Information](#)

**ASL Compliance**

[Payment History](#)

[Add Daily Activity Log](#)

[FAQs](#)

## Attestation of Good Standing

Please complete the following online attestation form annually, along with submission of your annual renewal fee.

**Attestation is not needed at this time for this compliance year.**

For additional information concerning these requirements, please visit the [Annual Renewal and Compliance](#) webpage.

You have an outstanding balance of \$100.00. If you would like to view or pay it now, please click the button below.

[Pay My Balance](#)

### Attestation History

Attestation Date	Compliance Year	Status
09-03-2024	2024	Completed
03-14-2023	2022	Completed
01-09-2023	2022	Completed
09-19-2021	2021	Completed

## Step 3

Select the "Payment History" tab

# California Court Interpreter Web Portal

User: Brittany Spears Change Password Log Off

Interpreter Information

Professional Assignments and Continuing Education

Payment History

Add Daily Activity Log

FAQs



The fee(s) that you owe and the transaction fee will be listed in the table shown below. Select "Proceed to Checkout" to make a payment.

Interpreter Information	Professional Assignments and Continuing Education	Payment History	Add Daily Activity Log	FAQs
<b>Fee(s) Due</b> (If you have any credit, that it will shown below.)				
Renewal Fee for Certified Court Interpreter				\$100.00
Credit Card Transaction Fee				\$2.50
Total Amount Due				\$102.50

Proceed to Checkout

The fee(s) that you owe, and the transaction fee will be listed in the table shown above.

Provide all the required information and submit your payment by clicking "Submit payment".

Interpreter Information	Professional Assignments and Continuing Education	Payment History	Add Daily Activity Log	FAQs
<b>Fee(s) Due</b> (If you have any credits, they will be listed below.)				
Fee for New Certified Court Interpreter				\$100.00
Credit Card Transaction Fee				\$2.50
Total Amount Due				\$102.50

Contact Information

Card Holder Name

Street Address  Zip

Payment Information

Card Number

MM/YY  CVV



**Once payment is complete, you will be logged out of CIDCS.**

**Note: You may log back in at anytime to update your profile information.**



# Step 4

You will immediately receive an email confirmation. Save it for your records.



JUDICIAL COUNCIL (via Clover) <app@clover.com>

To ○ Netserab, Tsedal



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



## JUDICIAL COUNCIL

455 GOLDEN GATE AVENUE, SAN FRANCISCO, CA 94102

+1 415-865-7605

August 24, 2024 · 2:07 PM

**\$102.50**

[full transaction receipt](#)

[HTTPS://INTERPRETERPORTAL.COURTS.CA.GOV/INDEX.CFM](https://interpreterportal.courts.ca.gov/index.cfm)

# Additional Information

## Waivers

- ❑ If you need to request a waiver due to hardship, please contact the Court Interpreters Program at:

[courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)



## Other Fees

- ❑ Late fees for compliance can also be paid via the Interpreter Portal when due.
- ❑ Fees for new and replacement badges can also be paid via the Interpreter Portal by emailing the Court Interpreters Program



## Resources

For more information about the CIDCS Interpreter Portal:

[CIDCS Interpreter Portal - Resources](#)

For more information about compliance:

[Annual Renewal, Compliance, and Continuing Education](#)

For help logging in, please email:

[CIDCS@jud.ca.gov](mailto:CIDCS@jud.ca.gov)

For questions about compliance, please email:

[courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)

## **Attachment B**



Judicial Council of California

### 2024 ANNUAL RENEWAL FEE

**Complete this form and return it with your payment only if you are paying the annual renewal fee by personal check, cashier's check, and/or money order.**

**Interpreters are strongly encouraged to pay their annual fee and attest to completion of their continuing education and professional assignments requirements (if due by December 31, 2024) via the payment and attestation platform in the Court Interpreter Data Collection System (CIDCS).**

Name: \_\_\_\_\_  
(first) (middle) (last)

Certification # or Registration #: \_\_\_\_\_

E-mail address (required): \_\_\_\_\_

**The following table outlines the compliance period and fees due:**

<b>Compliance Period</b>	<b>Fees Due</b>	<b>Deadline</b>	<b>Impact to Credential if Fees and/or Attestation Not Received by Deadline</b>
September 16 – December 31, 2024	Annual Fee (\$100)	December 31, 2024	Suspension. <sup>1</sup> To come back into compliance, you must pay \$350 (\$100 annual fee plus \$250 reinstatement fee)

*Personal checks, money orders, and/or cashier's checks must be made payable to the State of California*

**Mail to: Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688**

*Returned checks are subject to a \$15 returned check fee*

<sup>1</sup> Effective January 1, 2025, the Court Interpreters Advisory Panel revised the annual compliance requirements for court interpreters and removed late fees and automatic revocation for interpreters who are out of compliance. Instead, interpreters who do not pay by December 31, 2024, will be suspended and removed from the Master List but will be able to become active again at any time by paying the annual fee (\$100) and reinstatement fee (\$250), for a total of \$350. To avoid suspension and payment of the reinstatement fee, please ensure that we have received your annual renewal payment of \$100 by December 31, 2024.





Judicial Council of California

**Attestation to Completion of the Continuing Education and  
Professional Assignments Requirements**

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Name on badge:

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Certification and/or Registration Number(s):

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Language(s):

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**For the compliance period ending December 31, 2024:**

(Please refer to your identification badge for the expiration date)

I have completed 30 hours of Court Interpreter Minimum Continuing Education (CIMCE) activities as per the *Compliance Requirements for Certified Court and Registered Interpreters*.

I have completed 40 court-related or other qualifying professional interpreting assignments as per the *Compliance Requirements for Certified Court and Registered Interpreters*.

I understand the Judicial Council of California's Court Interpreters Program has the right to conduct an audit and that **I must maintain records verifying that I have completed all compliance requirements for 5 years.** Failure to provide documentation as requested could result in the imposition of sanctions up to and including suspension or revocation of my interpreting credential.

I have read and understand the *Compliance Requirements for Certified Court and Registered Interpreters*, located at <http://www.courts.ca.gov/documents/CIP-Compliance-Requirements.pdf>

**All boxes must be checked in order to be in compliance.**

**I declare under penalty of perjury, under the laws of the State of California that the above is true and correct:**

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Signature

Date

Please retain a copy of this form for your records. This form and your annual fee form must be received by December 31, 2024, to avoid suspension and negative impact to your credentialed status.



Judicial Council of California

INFORMATION UPDATE/ VERIFICATION
ALL INTERPRETERS: PLEASE FILL OUT FORM AND RETURN ONLY
IF YOU HAVE CHANGES

Name: \_\_\_\_\_ (Is this a new name? Yes/No)
Certification and/or Registration Number: \_\_\_\_\_

Contact information, including phone numbers and e-mail addresses, will be published on the Master List on the California Courts website and may also be provided, along with your mailing address, to trial court personnel on request, unless you indicate otherwise below.

E-mail address: \_\_\_\_\_

Mailing address:

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

County and State in which you live: \_\_\_\_\_

Please mark "X" in the box if you want the following information published to the Master List.

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_
Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

GEOGRAPHIC AVAILABILITY (Please circle all counties in which you are available to work)

- Alameda Glenn Marin Placer San Mateo Sutter
Alpine Humboldt Mariposa Plumas Santa Barbara Tehama
Amador Imperial Mendocino Riverside Santa Clara Trinity
Butte Inyo Merced Sacramento Santa Cruz Tulare
Calaveras Kern Modoc San Benito Shasta Tuolumne
Colusa Kings Mono San Bernardino Sierra Ventura
Contra Costa Lake Monterey San Diego Siskiyou Yolo
Del Norte Lassen Napa San Francisco Solano Yuba
El Dorado Los Angeles Nevada San Joaquin Sonoma Out of State
Fresno Madera Orange San Luis Obispo Stanislaus All counties
Out of Country

**NAME CHANGE: If your name has changed, please provide:**

**Former Name** (as it appears on the Master List): \_\_\_\_\_

**New Name** \_\_\_\_\_

If you have changed your name, you will require a new badge. Please return this form along with a \$15 check, cashier's check, or money order payable to the State of California. *Returned checks are subject to a \$15 returned check fee*

**IDENTITY VERIFICATION**

Please provide a scan or photocopy of your driver's license or other identification that shows your photo and date of birth. This information is requested to verify your identity and *will not* be retained.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize the Judicial Council to release information contained herein, unless I have indicated otherwise.

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

**DECLARATION**

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that any false or misleading statements may result in the forfeiture of my status as a certified court or registered interpreter and removal from the Judicial Council's Master List, in addition to other penalties provided by law.

Your new full name (print clearly): \_\_\_\_\_

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

*Mail completed and updated form to:*

**Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688**

**Please keep a copy of the completed form for your records.**