

ANNUAL REGISTRATION RENEWAL FORM

Print Name: _____

Registration Number: _____

MEDICAL CONDITIONS & CRIMINAL CONVICTIONS

Tick each box below **if the statement applies to you**. If the statement does not apply to you, please provide an explanation why the statement is not applicable. Failure to provide relevant information is a breach of the Code of Conduct and may lead to your registration being suspended. Incomplete forms may delay your renewal.

I **do not** have a medical condition (e.g. concentration or stamina) that I need to disclose to NRPST.

If you have a medical condition, please provide a medical reference from your doctor confirming your fitness to work as a translator.

Since my last declaration to NRPST, I **have not** been convicted of a criminal offence (including motoring offences) or received a caution in either the UK or overseas.

If you have a criminal conviction or caution, please provide documentation from the relevant body, together with your explanation of events.

SECURITY CLEARANCE(S)

I confirm that the security clearances I have provided to NRPST on a voluntary basis have not been withdrawn or amended by the vetting body.

NOTE: You must inform NRPST as soon as possible of any material changes to the details we hold on our records and on the online register. In case of any changes to your security clearance(s) you must inform us immediately.

PUBLIC SERVICE TRANSLATION (PST) EVIDENCE SINCE LAST RENEWAL

Evidence of one or the combination of all of the acceptable formats that amount to **10,000 words or 10 days or 10 engagements** accomplished during the **past 12 months** is required for **each** registered language direction. The translation evidence **MUST** include:

- **your name / the language direction / date / quantification / public service body** for which the work was completed

Please refer to the guidelines given on proof of Public Service Translation Experience at <https://www.nrpst.org.uk/for-translators/renew-your-registration.html> on forms of evidence we accept.

SAE enclosed for return of proof of work

Shred proof of work

RARE LANGUAGE DIRECTION

The Rare Language status is for language direction listings where no translation qualification is available. It is the Registrant's responsibility to identify and pass a suitable qualification as soon as possible. NRPST will require evidence that you have complied with this requirement and that you have engaged in CPD each year.

In relation to each language direction I have registered at Rare Language status I enclose:

Confirmation of registration for relevant qualification or

Evidence that NO translation examination is currently available for my Rare Language direction, plus

Statement/evidence of Continuing Professional Development (CPD)
in relation to each of my Rare Language directions:

PHOTOGRAPH

I enclose a recent (**taken in last three months**) passport-style colour photograph

We require a clear up-to-date (taken in the last three months) photograph that will enable you to be identified. If posting, print your name on the reverse of the photograph. Good quality photographs can be produced by modern smartphones either by taking selfies or asking someone else to take a passport-style photograph which you can email in jpeg format.

REGISTRATION FEE

I have paid my annual registration by:

Personal Internet banking – NRPSI Ltd bank details may be obtained via the Translator's Room at www.nrpst.org.uk and are included in your Annual Registration Renewal email
Credit/debit card payment via the Translator's Room
Cheque payable to NRPSI Ltd.

Note that if paying by cheque you will need to allow at least 3 weeks for your cheque to be cleared which could delay your renewal. Paying online by credit/debit card or Faster Payments is quicker. A reinstatement fee applies to all Registrations lapsed for longer than three months.

Association Membership

Chartered Institute of Linguists (CIOL)
Federation of International Translators (FIT)
International Association of Professional Translators & Interpreters (IAPTI)

Institute of Translation and Interpreting (ITI)

Association of Interpreters and Translators (AIT)

OTHER

I enclose evidence of membership:

Please provide proof of your membership entry from the relevant website or a copy of your membership receipt. Membership(s) will be removed from a Registrant's profile if evidence is not provided.

Additional Qualifications/CPD

If you wish to add a qualification or CPD to your profile, send your original Certificate or CPD copy.

Amendments to Contact Details

New Address, Phone, Email :

You may amend other contact details on your Website Profile by logging into your Translator's Room at www.nrpst.org.uk. **It is your responsibility to check the Translator's Room to ensure your details are correct.**

The online Register will display your name, your registered language direction(s) and status(es), your Registration Number and Expiry date on your record and at least one contact (phone, mobile or email) of your choosing. In the Translator's Room Registrants can also choose to 'Show more Details' which will reveal qualifications, CPD and a free text area. These details will be accessible on the internet by searching (eg using general search engines such as Google and by using the search facilities provided on the NRPST website). If you have a query on how NRPSI Ltd manages your personal data, please email info@nrpst.org.uk.

DECLARATION

I declare that I have read and agree to comply with the National Register of Public Service Translators Code of Conduct and Disciplinary Procedures (which may be revised) and that the information supplied above and supporting documents are accurate. I am aware that if I have knowingly provided incorrect information, my registration with the National Register may be suspended.

Signature:

Date:

It is important that all Registrants regularly visit our website (in particular the News section) at www.nrpst.org.uk in order to keep up to date with CPD, translation issues, and other events and news.

We can accept a clearly scanned and emailed copy of your form with supporting documents unless they include a qualification when we need to receive the originals posted to our office. Contact details:

NRPSI Ltd, Token House, 11-12 Tokenhouse Yard, London EC2R 7AS
Tel: 020 7721 5500 • Email: admin@nrpst.org.uk • Web: www.nrpst.org.uk
