

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
State Court Administrator



JOHN MCCORMICK
Assistant Court Administrator

Nevada Certified Court Interpreter Program

NV COURT INTERPRETER CERTIFICATION OR REGISTRATION REQUEST

For a full explanation of requirements please review the [State Court Administrators Guidelines](#) for the Nevada Certified Court Interpreter Program. Failure to provide all required documentation or answer questions may result in a delay in your renewal or denial of status. Reciprocity applicants must include proof of NCSC written exam and oral exam scores or OPI scores where an NCSC Oral Exam is not available.

Checklist	
<input type="checkbox"/> Orientation Certificate	<input type="checkbox"/> Admin Fee of \$50
<input type="checkbox"/> 2 FD-258 fingerprint cards	<i>Make Check or money Order payable to: Administrative Office of the Courts (AOC)</i>
<input type="checkbox"/> Proof of Written and Oral Exam Scores	<input type="checkbox"/> I want to pay via debit or credit card
<input type="checkbox"/> Proof of 40 hours of court room observation*	<i>The program will reach out for payment once documents are received</i>
<input type="checkbox"/> <u>Passport</u> photograph	

Information
Legal Name : _____
Email : _____
Phone : _____
Mailing Address : _____
DOB : _____
SSN # : _____
Roster Information
Name : _____
Email : _____
Phone: _____
<input type="checkbox"/> Virtual Remote Interpreting Only

NEVADA BUSINESS LICENSE

All applicants MUST complete this section. The AOC may deny a credential renewal if the State Controller notifies the AOC that the interpreter owes a debt to the State and refuses to make payment arrangements.

☐ I have a NV business license number assigned by the Secretary of State upon compliance with the provisions of NRS Chapter 76. My NV business license number is: _____.

☐ I do NOT have a Nevada business license number.

*OR LETTER OF GOOD
STANDING FROM THE STATE
YOU ARE ALREADY CERTIFIED IN.

Mail completed documents to:
Court Interpreter Program
Attn: Accounting Unit
201 S. Carson St. Suite: 250
Carson City, NV 89701

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PROFESSIONAL CONDUCT

All "Yes" responses require a complete explanation. Attach an additional sheet if necessary. Providing false or incomplete information may result in the rejection of your court interpreter credential request.

1. Have you had, or do you currently have, a credential under review for suspension, revocation, or other disciplinary action?

☐ No ☐ Yes *(if yes, please explain below)*

2. Have you ever been dismissed from any non-interpreting or interpreting position due to any immoral or unprofessional conduct, or unfitness for service?

☐ No ☐ Yes *(if yes, please explain below)*

3. Have you ever been convicted of any violation of the law other than moving traffic violations?
You must answer "Yes" if you have any convictions, in any state, no matter how long ago, whether felony or misdemeanor, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, whether you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.

☐ No ☐ Yes *(if yes, please explain below)*

4. Have you ever been convicted, or do you currently have pending charges of a gross and/or simple misdemeanor:

☐ No ☐ Yes - involving violence/domestic violence?
☐ No ☐ Yes - requiring registration as a sex offender?
☐ No ☐ Yes - involving theft, fraud, or dishonesty?
☐ No ☐ Yes - involving drugs and/or alcohol?

(if yes to any of the above, please explain below)

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**INTERPRETER CERTIFICATION SUBJECT TO DENIAL OR
RESTRICTION FOR BACK CHILD SUPPORT**

Please mark the appropriate response. Failure to mark one of the three will result in denial of the Certification Request. Pursuant to NRS [§425.520](#), professional or occupational licenses, certificates or permits may be denied or restricted if the person holding the certification owes back child support. The Certification for Court Interpreters for persons who speak a language other than English, issued by the Nevada Administrative Office of the Courts is subject to this new requirement mandated by the Federal Government of all states, including Nevada.

Please mark the appropriate response. Failure to mark one of the three will result in denial of the Certification Request.

- ☐ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and currently in compliance with the order or in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order
- ☐ I am subject to a court order for the support of one or more children and I am not in compliance with the order, or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Applicant

Date

OATH TO UPHOLD THE CODE OF PROFESSIONAL RESPONSIBILITIES
FOR INTERPRETERS IN THE NEVADA COURTS

Signature _____ Date _____

Initials I hereby release and discharge the Supreme Court of Nevada, Administrative Office of the Courts,
its Justice(s), Department Head(s) or employee(s) as now or hereafter constituted and any other
entity and/or individual authorized herein to provide information to the Supreme Court of Nevada,
Administrative Office of the Courts, of and from all claims, demands, liability and damages in any
way arising out of the release and use of information concerning me, the undersigned, on file with
any of the said entities and/or individuals.

Signature _____ Date _____

STATE OF _____)
) ss. _____
COUNTY OF _____)
 (Stamp)

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COURT ROOM OBSERVATION LOG

Courtroom Observation should be completed in person at the courtroom if possible*. Court Staff {Marshal, Clerk, Bailiff etc.) may sign off on the hours you log.

[illegible]

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AFFIDAVIT OF COURT OBSERVATION

I _____ am currently a candidate working towards certification as a credentialed court interpreter in the State of Nevada.

I have conducted the hours of court observation, virtually or in-person, as reflected on the listing attached hereto to comply with the hours of court observation required for credentialing as specified in the State Court Administrator Guidelines for the Nevada Credentialed Court Interpreter Program.

I hereby swear or affirm that the list of court observation hours attached hereto is true and complete.

Signature

Date