

Requesting a Kentucky Commission for the Deaf and Hard of Hearing (KCDHH) Interpreter/Captioner Tip Sheet

1. To request an interpreter/ captioner provider go to <http://www.kcdhh.ky.gov/forms/> and click on “interpreter/captioner”.
2. Gather the information below before making your request:
 - a. What is the event/appointment
 - b. Name of Client
 - c. Date
 - d. Time
 - e. Location of the event/appointment
 - f. Contact person on site
 - g. Contact phone number
 - h. Who will be responsible for the interpreter’s invoice from your office or regional office
3. Complete the request form and submit. You will receive a notification when KCDHH receives your request, and then you will receive another notification within a few days to confirm that an interpreter/captioner provider has been scheduled.
4. Your office will upload the interpreter’s invoice into the Kentucky Invoice Tracking System (KITS) for payment.
5. In emergency situations, complete the interpreter/captioner request form and call the KCDHH office at 502-537-2604 and speak to an Interpreter Referral Specialist.
6. Interpreter coordinator may call to obtain pertinent information regarding safety issues. Please ensure a cell phone has been provided for contact.