

## Request for Translating Service

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Forward copies of both the form and article to:

Translation Unit, NIH Library Telephone: (301) 496-2257  
Bldg 10, Rm. 1L09J Fax: (301) 402-0254

**Notice:** A paper copy of each translation will be retained in the Translation Unit.  
Personal documents will be discarded after five years, items with citations will be held indefinitely for fair use, unless prohibited by the requestor.

Name		Date of Request
Institute or Center	Building and Room	Phone No
Signature of Approving Officer <i>(who is authorized to approve expenditure and who certifies that this translation is essential to the research effort of NIH) (Only for written translations to be contracted out)</i>		Common Account Number <i>(Only for written translations to be contracted out)</i>

### Material to be Translated

Author			
Title of Article			
Name of Journal			

Volume	Issue	Page Numbers	Date of Issue
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### Type of Translation Desired

Check One: <input type="checkbox"/> Oral (In Person) <input type="checkbox"/> Oral (Recorded) <input type="checkbox"/> Written	Deadline (if any) for Translation	Only written translations to be contracted out require approval by the designated approving officer and a Common Account Number.  Oral service is available in French, German, Italian, Russian, and Spanish.  Oral (in person) requires advance appointment.  Oral (recorded on cassette) is filled like a regular request.
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Other Instructions:

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ACTION		DATE	HOURS	DAYS
Translated by		(Started/Mailed)		
Translated by		(Completed/Received)		
Reviewed by				
Returned to				
Received				
Language		Special Date	Due Date	
Number of Words		Routine Date	Max. Charge	