KCD Online Request Form

Step 1: Go to the Request Page

Visit: kcdtn.org/interpreting-request

Note: One Requester Per Office

Designate one person per office to avoid duplicate requests.

Duplicate requests may be charged if not caught.

Step 2: Fill Out the Form

Basic Info:

- Type of Services: ASL for in-person & VRI for virtual
- Gender Preference (only if essential for client comfort, e.g. GYN)

Requester Info:

- Your full name (No business names)
- Phone number (include extension, must be monitored)
- Email (used for confirmation)

Client Info:

- Full name of Deaf individual(s)

Session Info:

- Reason for Visit: Generic reason (e.g. Annual Physical, Testing)
- Date & Time: Choose Single Date or Pattern Dates
  - Include Start & End Time (Check AM/PM)
  - All jobs have a **1-hour minimum**
- # of Interpreters:
  - Defaults to 1. We'll contact you if more are needed.

Job Notes:

- Office Notes: Special requests, virtual links, or if KCD should host
- Interpreter Notes: Who the appointment is with and why

Step 3: Job Location Details

- Site name & full address
- Building/Room #
- Site phone & on-site contact
- Parking info (garage name, fees)
- Additional directions
- Area name (e.g. Fort Sanders)

Step 4: Submit Form

You must receive a pop-up with a job number.

No pop-up = submission failed. Recheck for missing info.