

**United States District Court  
Northern District of Georgia**

**Interpreter Background Clearance for  
Access to Detention Facilities**

Human Resources  
2013 U.S. Courthouse  
75 Ted Turner Drive, S.W.  
Atlanta, GA 30303  
404-215-1750

*The use of competent federal court interpreters in proceedings involving speakers of languages other than English is critical to ensure that justice is carried out fairly for defendants and other stakeholders.*

-----

The [Court Interpreters Act, 28 U.S.C. § 1827](#), provides that the Director of the Administrative Office of the United States Courts shall prescribe, determine, and certify the qualifications of persons who may serve as certified interpreters, when the Director considers certification of interpreters to be merited for the hearing impaired (whether or not also speech impaired) and persons who speak only or primarily a language other than the English language in judicial proceedings instituted by the United States.

Only those interpreters who have passed the Federal Court Interpreter Certification Examination (FCICE) administered by the Administrative Office of the United States Courts are certified to work in the federal courts. More information about the certification examination is available [here](#), and in 28 U.S.C. § 1827.

For information regarding the State of Georgia's court interpreter certification program, please refer to the Georgia Commission on Interpreters at <http://coi.georgiacourts.gov/>

-----



## Interpreters and the United States District Court for the Northern District of Georgia

The United States District Court for the Northern District of Georgia provides resources for background checks and clearance letters for qualified interpreters to access detention facilities housing federal detainees when accompanied by the attorney of record.

To begin the process for obtaining the clearance letter, please contact:  
Human Resources Office, United States District Court for the Northern District of Georgia,  
2013 U.S. Courthouse, 75 Ted Turner Drive, SW, Atlanta, Georgia 30303.  
(404) 215-1750

### Requirements

#### Before you come to the courthouse:

Please complete the [Interpreter Clearance Letter Application \(LF-013\)](https://www.gand.uscourts.gov/interpreters) located on the Court's website at <https://www.gand.uscourts.gov/interpreters>. You also may complete this form in person in the Human Resources Office. However, it will save time to complete it before you arrive.

#### At the courthouse:

Copies of valid state issued photo ID, and any language certification documents will be required.

If you completed the clearance letter application ahead of time, please bring it with you. You then will need to complete in person an Authorization for Release of Information form. This is your consent for a background check and to be fingerprinted. You will then be fingerprinted or will be provided the form to have fingerprints taken by a local law enforcement agency.

-----  
Processing your clearance may take up to ten (10) business days. Once the application has been processed and approved, you will be contacted via a letter from the court. Your name and contact phone number will be added to the Court's Interpreter Listing on the Court's website.

#### Term:

The background check and clearance letter will be valid for a period of **two years**. It is the interpreter's responsibility to ensure the clearance letter is current. You may be denied entry to any detention facility if the clearance letter is not current.