

**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. To find out about the certification examination, please go [here](#) and 28 U.S. Code § 1827 - Interpreters in courts of the United States.

For information regarding the state of Georgia 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 background checks and clearance letters for qualified interpreters to access detention facilities housing federal prisoners when accompanied by the attorney of record.

To obtain a Clearance Letter, please contact the Human Resources Office, United States District Court for the Northern District of Georgia at 2013 U.S. Courthouse, 75 Ted Turner Drive, SW, Atlanta, GA 30303, (404) 215-1750.

Requirements

Before you come to the courthouse:

Complete the [Interpreter Clearance Letter Application](#). Applicant may complete this form beforehand, or visit the Human Resources Office at 2013 U.S. Courthouse, 75 Ted Turner Drive, SW, Atlanta, Georgia 30303.

Only in Person:

Application must be made in person. The applicant must complete a Suitability Determination for Background Check and Investigation, and an Authorization for Release of Information. This is the applicant's consent for a background check and to be fingerprinted. Human Resources office will complete these forms for the applicant.

Applicant must show a valid state issued photo ID and any language certification documents.

Applicant will accompany human resources staff to be finger printed (within the building).

Processing your documentation make take up to 10 days. Once the application has the been processed and approved, applicant will be contacted via letter and the approved applicant's name and contact information onto the Court's Interpreters Listing on the Court's website.

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