Requests for
Translation & Accessible Formats

NHS
Greater Glasgow and Clyde

The Equality and Human Rights Team (EHRT) hold the central budget for translations and other accessible formats. To request information in an alternative format, please complete this form and submit for approval (cleartoall@ggc.scot.nhs.uk).

Urgent requests, such as appointment letters, clinical instructions or health records for a patient in active care, should be emailed directly to the EHRT (nuzhat.mirza@ggc.scot.nhs.uk). This form does not need to be completed for urgent requests.

We **only** translate information that has been produced by NHS Greater Glasgow and Clyde. If you need a translated version of a charity or Public Health Scotland publication, please indicate that below.

Please note, interpreters should be used to communicate information which is normally given verbally to English speaking patients; translated materials are for written materials only.

Your details

Name		**Email**	
Designation		**Contact no.**	
Department		**Division/Site**	

Publication and request details

Title of publication	
MIS reference (if applicable)	
Review date (the publication must be in date and not near its review date)	

Is this a NHSGGC publication?

☐ **Yes**

Please seek approval for the translation from the document owner (details can be found on Print on the Web).

Document owner: Date permission received:

☐ **No**

Please provide contact details of the organisation who produced the publication:

Language(s) or format(s) required	
Date required	
How will this resource be used? Please include details of your action or communications plan for the information.	

Next steps

- Send the form to the Clear to All mail box; please include a copy of the publication.
- If approved, the request will be forwarded to the translation company for processing.
- The resource will be returned to you electronically (either via the translation company or Medical Illustration Services).
- Translated copies will be available through Print on the Web.

To be completed by Clear to All Team

Translation costs	
Video costs (if applicable)	
Interpreting costs (if applicable)	
Job Code ID (Global)	
Funding approved	☐ Yes ☐ No
If not, why?	