Other language or format request form

**Date of request:**

**Name of requestor:**

**Job title:**

**Location/NHS Board:**

The completed form will be applied to allow SIGN to make decisions following requests for our publications to be made available in other languages or formats.

The questions in this form helps us to gather information about the nature of requests and may form the basis of further discussion with the requestor so we can make a decision on whether to go ahead with this. When a decision has been made we will contact you to let you know the outcome. We aim to reply with a decision within 10 working days.

Factors affecting the decision include level of demand, cost to translate, availability of interpretation services, other format(s) available and subject matter of the guideline.

If **Audio, Braille, BSL or Large Print is required**,you do not need to fill in this form. Please email his.signpublicandpatientinvolvement@nhs.scot with your requirements instead.

**Publications available to order online**

You can find all of the SIGN Patient booklets on our website [here](https://www.sign.ac.uk/patient-and-public-involvement/patient-publications/), where you can download PDF versions of the booklets. If you would like to order copies of the patient booklet, please email sign@sign.ac.uk.

**To be completed by requestor. Please provide as much detail as possible.**

Name of publication(s):

Is a similar publication available from another source/website?

Who is the request for?

What format/languages(s) are required?

Is there a specific date these materials are required by?

Is there as specific chapter or part of publication that is especially required?

How would this information be delivered/disseminated to the recipient e.g. in consultation with a healthcare professional?

Has consideration been given to using local interpretation and translation services?

**To be completed by SIGN**

Format/extent of requested publication:

Is language requested on secondary list?

Impact assessment completed on English language publication?

Last content review/reprint date for English language publication?

Requests for similar language of publication within last two years:

If yes, what language and what was request outcome?

What is the likely demand locally/nationally for requested language at this time and in future?

Estimated costs for full/partial translations:

Request agreed: Yes/No

Reasons:

Agreement with SIGN Programme Lead/Patient Involvement Advisor

Decision date:

Requestor informed: