

In order to be paid for your services you must provide us completed and signed original documents (published on FLS website [www.flsincorp.net](http://www.flsincorp.net) page [For Interpreters & Translators](#)).

**Required documents for all FLS interpreters (certified and non-certified)**

1. [FLS-Independent Contractor/Interpreter Agreement](#)
2. [FLS-Requesters Billing Requirements For Interpreters](#)
3. Completed and signed request for taxpayer ([Form W-9](#)) with your SSN/EIN and current address. Please note: you must submit a new W-9 form every time you change your address.
4. [Copy of your TIN: Social Security Number \(SSN\)](#) for a Sole Proprietor or [Employer Identification Number \(EIN\)](#) for corporation and/or LLC (Limited Liability Company).
5. [Copy of your valid driver's license](#).  
*Note: a photo ID sent by Fax can easily come out as a big black rectangle on the fax we receive. To ensure that your request is not rejected because the photo ID was illegible: lighten the photocopy & enlarge the ID by at least 200% or the entire page if possible.  
If you scan your ID/Driver license, use grayscale instead of color or black & white.*
6. [Interpreter and Translator Confidentiality Agreement](#).
7. Copy of your [FLS Interpreter Badge](#) with your current picture or (if you don't have a badge yet) email your scanned current passport size photo with your full name to [apply@flsincorp.net](mailto:apply@flsincorp.net)
8. Business License with the [State Unified Business Identifier \(UBI\) number](#) [a must to have to work as a contractor in the State of Washington].  
*Apply online from our web page for [The Master Application for a State Unified Business Identifier \(UBI\) number](#) or go to: <https://fortress.wa.gov/dol/mls/>  
Please note: Your business license has to be for the State of Washington (not the city where you live), and for Translation and Interpretation Services with NAICS Code 541930.*

**Additional documents required for the interpreters serving the State of WA DSHS clients**

1. Copy of your [DSHS certificate/authorization letter](#) for each language (medical or/and social)
2. [Self Disclosure of Information Statement & Request for WSP check](#) along with \$10 cash, check or money order payable to [Olga Afonin](#) or transfer for free through [PayPal](#) as a Personal "payment owed" to [president@flsincorp.net](mailto:president@flsincorp.net). DSHS requires us to check your criminal history when you sign up with our agency and every 12 months thereafter.
3. [DSHS Code Of Professional Conduct](#)

**Additional document required for the interpreters serving the State of WA L&I clients**

1. [L&I Provider Agreement \(to interpret for L&I cases\)](#)

Please remember that those are the documents for you to have a legitimate business as a freelance interpreter and to be able to contract with our agency, but to help you to utilize all of your skills and talents we strongly recommend you to fill an [Interpreter Application \[for the specialists experienced in spoken interpretation, fluent in English and foreign language\(s\)\]](#), which is a part of our database. This application is available on page [Join our Team](#) at [www.flsincorp.net](http://www.flsincorp.net).

Please rename it by adding you first and last name [Interpreter\\_Application\\_David\\_Smith](#), and save it to your computer first, then fill out [for every language you can interpret](#) and email as an attachment to [apply@flsincorp.net](mailto:apply@flsincorp.net). The more accurately you complete the application about your availability, contact numbers, counties you would go to, current address, all of your certificates and areas of experiences etc., the more assignments you are going to get.

**WE NEED TO KNOW AS MUCH AS POSSIBLE ABOUT ALL OF YOUR TALENTS, EXPERIENCES AND QUALIFICATIONS TO HELP YOU TO SUCCEED IN THIS PROFESSION!**