

Required documents for DSHS Broker Hopelink (King County)

(Available on FLS website www.flsincorp.net page [For Interpreters & Translators](#)):

1. Copy of your [DSHS certificate/authorization letter](#) for each language (medical or/and social)
2. [Hopelink Independent Subcontractor Agreement](#)
3. [FLS-Independent Contractor/Interpreter Agreement](#)
4. [FLS-Requesters Billing Requirements For Interpreters](#)
5. [DSHS Code Of Professional Conduct](#)
6. [Hopelink Self Disclosure of Information Statement & Request for WSP check](#) along with \$10 cash, check or money order payable to [Olga Afonin](#). Hopelink requires us to check your criminal history when you sign up with our agency and every 12 months thereafter.
7. [Affidavit Of Orientation](#) – sign only after you read and understand all of the info about Hopelink contract and billing requirements provided to you on the FLS website.
8. 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 info@flsincorp.net
9. 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.
10. Copy of your [TIN: Social Security card with your SSN](#) if your business is a "Sole Proprietor" or [Employer Identification Number \(EIN\)](#) for corporation and LLC (Limited Liability Company).
11. 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: <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](#).
12. Copy (better enlarged) of your valid [Driver License](#) or [permit](#). Must re-submit as soon as it expires! 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](#).
13. [Interpreter and Translator Confidentiality Agreement](#).

You can fax these documents to speed up the process of Hopelink authorization, but you must follow with mailing/bringing the signed in [INK](#) originals to the FLS office.

THESE ARE THE CONTRACT AND STATE REQUIREMENTS. YOU AND WE HAVE TO COMPLY WITH THEM!

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 we strongly recommend you to fill an [Interpreter Application \[for the specialists experienced in spoken interpretation, fluent in English and foreign language\(s\) or ASL\]](#), which is a part of our database. This application is available on page [Join our Team](#) at www.flsincorp.net. Please rename it with your name and save it to your computer first, and then fill out for every language you can interpret and email as an attachment to apply@flsincorp.net. The more accurately you complete the application about your availability, contact numbers, cities and counties you would go, all of your certificates and areas of experiences, current address etc., the more assignments you are going to get.