

**This form is for transcription requests only. Do not use this form for translation requests.**

1. Complete all fields in Section I, (except for the Final Pages column).
2. List all recordings that you are submitting for transcription individually on the form. If you are submitting five individual recordings for transcription, then five entries must be listed on this form.
3. Submit all recordings on one form if the case number, turnaround time and submission date are the same. Do not submit separate forms at the same time if your case number and turnaround time are the same.
4. Include relevant information in the Names and Unfamiliar Terms field.
5. Obtain your supervisor approval in the OFFICE SAC/ASAC field.
6. Post your approved form and all matching recordings to the INV transcription folder. Do not email your approved form or recordings to ASB or email ASB advising that your form has been posted for processing. ASB processes all approved transcription requests daily.
7. Set an alert on the transcription log so that you can be alerted when your transcription has been sent to and received from the contractor. *The transcription log is kept up to date with the current status of your transcription request. Unless your transcript is past due, please do not contact the ASB for the status of your transcription. The transcription log has the current status of your request.*

|              |                                 |                                |            |
|--------------|---------------------------------|--------------------------------|------------|
| Date         | 08/11/21                        | Case Number (Without the Dash) | 2019010614 |
| Office Phone | [REDACTED]                      | Case Agent Duty Station        | BAO        |
| Turnaround   | 5 business days \$2.89 per page | Case Agent (Last Name)         | [REDACTED] |

|                            |            |
|----------------------------|------------|
| Names and Unfamiliar Terms | [REDACTED] |
|----------------------------|------------|

FD 1

Case Number (no dash), Subject Last Name, Recording Date  
Example: **2020001234 Iamgroot 063020**

EFTA00113446