

## **What is a Vital document?**

Vital documents are any paper or electronic written materials that contains information that is critical for accessing the City's program or activities or as required by law.

## **What documents are considered vital?**

Determining whether a document is "vital" depends on the seriousness of consequences that the LEP individual may face if the information in question is not provided accurately or in a timely manner. The City of SeaTac's Language Access Plan Policy states that "The determination as to what documents are consider "vital" is left to the discretion of individual department".

Each Department within the City has defined a process for determining vital documents. Those processes are outlined in flow charts on the following pages. Staff can use these departmental flow charts to determine if any document should be considered vital.

Within these charts staff will see a list of documents that have previously been identified as vital or ones that should include a **Notice of Language Accommodations**. Consult the City's language access webpage to find resources to provide translations services or generalized notices of language accommodations.

If staff identify new documents to add to these lists, please contact Brion Humenay, at [bhumenay@seatacwa.gov](mailto:bhumenay@seatacwa.gov)

## **What do I do if my document is considered vital?**

If the document is determined to be vital, a translation of the document will need to be provided in the City's top languages by qualified interpreters. The Safe Harbor guidance will be used to identify which languages the document needs to be translated into.

## **Safe Harbor**

A "safe harbor" means that if the City provides written translations under these circumstances, such action will be considered strong evidence of compliance with the City's written-translation obligations.

The following actions will be considered strong evidence of compliance with the recipient's written-translation obligations:

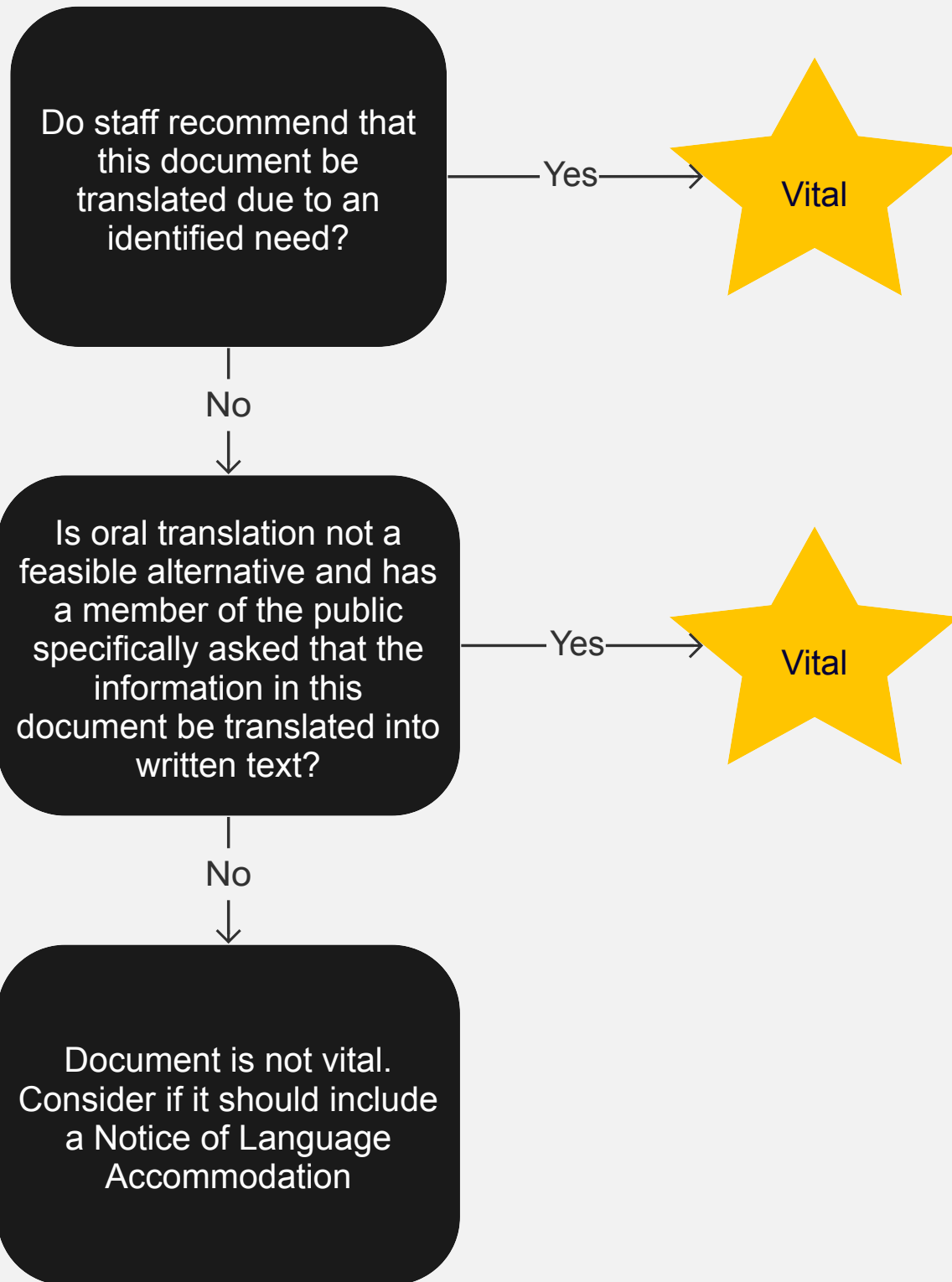
- (a) The City provides written translations of vital documents for each eligible LEP language group that constitutes five percent or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or
- (b) Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, may be acceptable.

## **Current Languages that meet the threshold\* outlined in (a):**

Spanish  
Vietnamese  
Amharic  
Somali

\*[Data provided by King County Emergency Services](#)

# Community and Economic Development



Identified documents to include Notice of Language Accommodations:

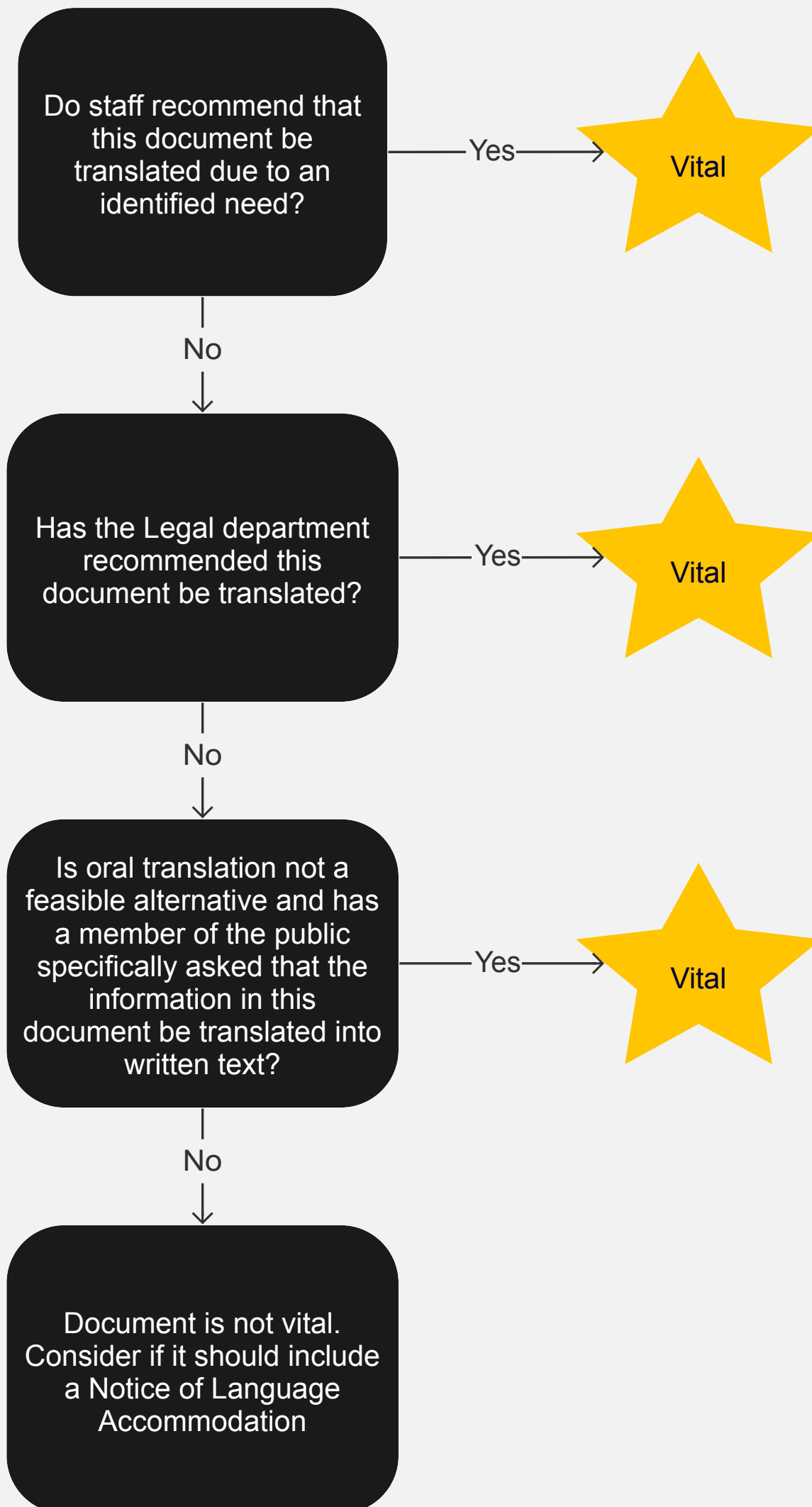
- Application forms
- Checklists
- Complaint forms
- Intake forms created by the City of SeaTac
- Letters/notices pertaining to rights
- Letters/notices that require a response
- Letters/notices regarding public meeting or public comments
- Letters/notices pertaining to the reduction, denial, expiration, or termination of an application or service
- Documents that must be provided by law
- Human Services Resource Guide

Identified documents for translation:

# City Managers Office

Identified documents to include Notice of Language Accommodations:

Identified documents for translation:

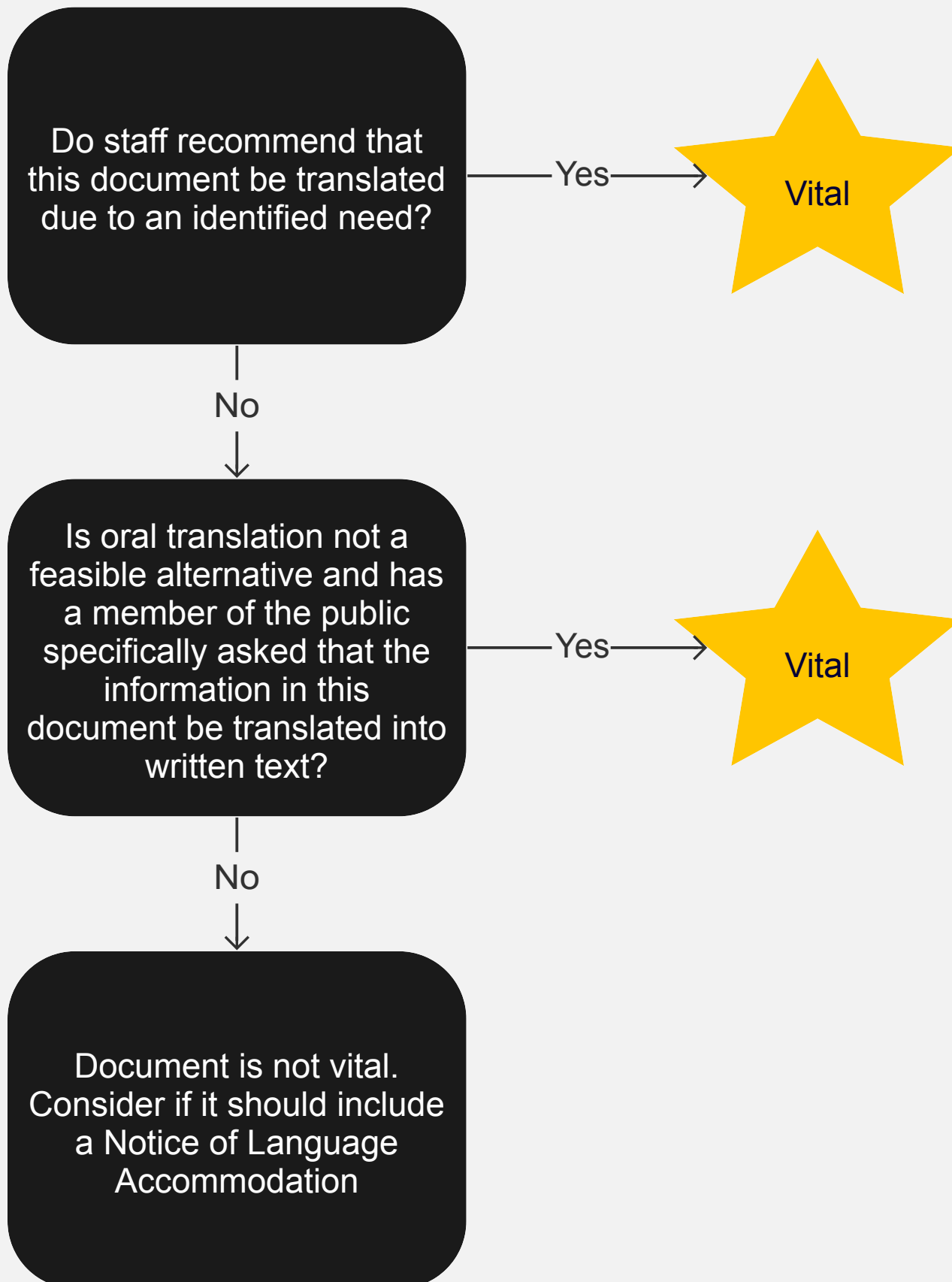


# Finance

Identified documents to include Notice of Language Accommodations:

- Addendum

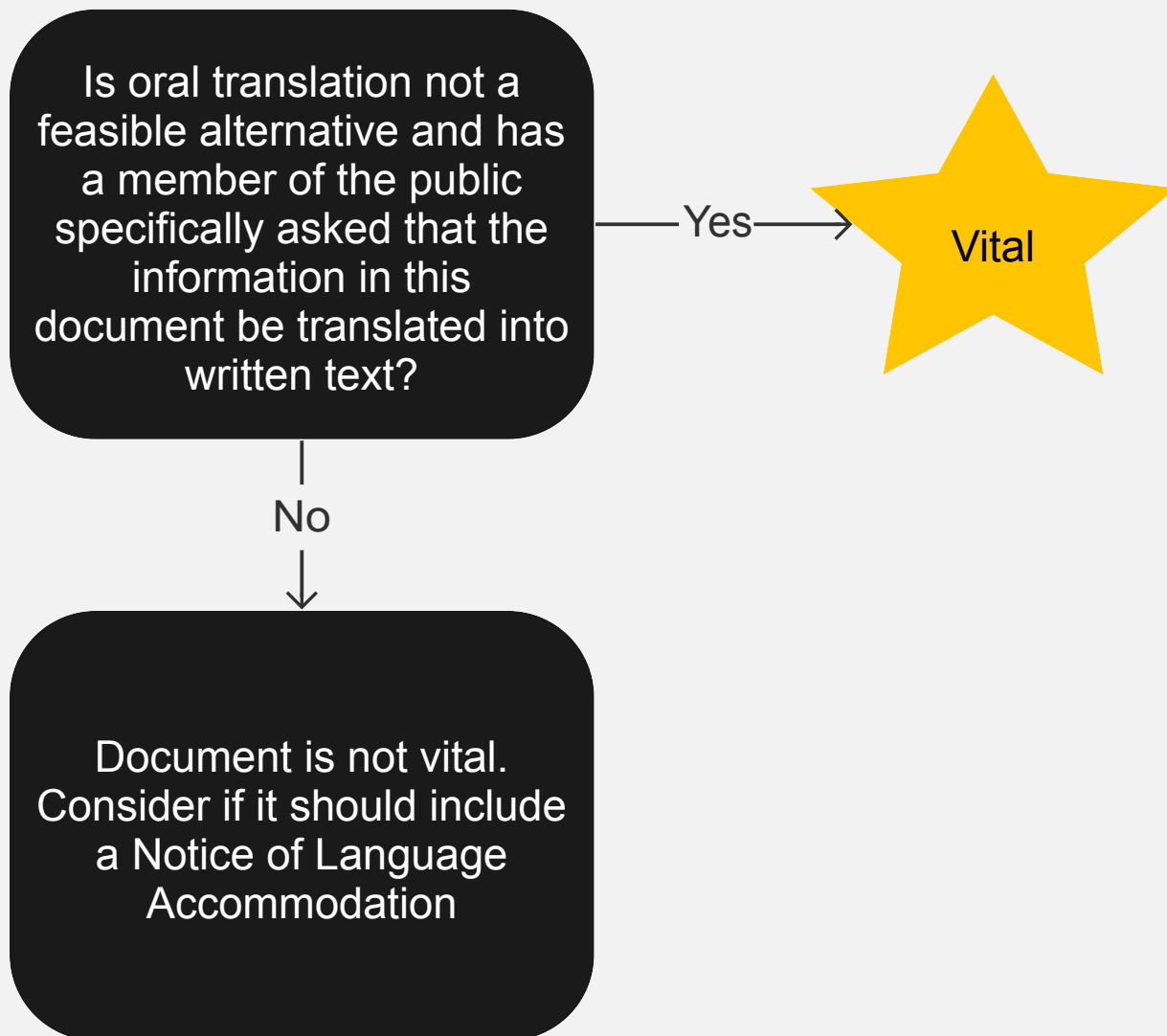
Identified documents for translation:



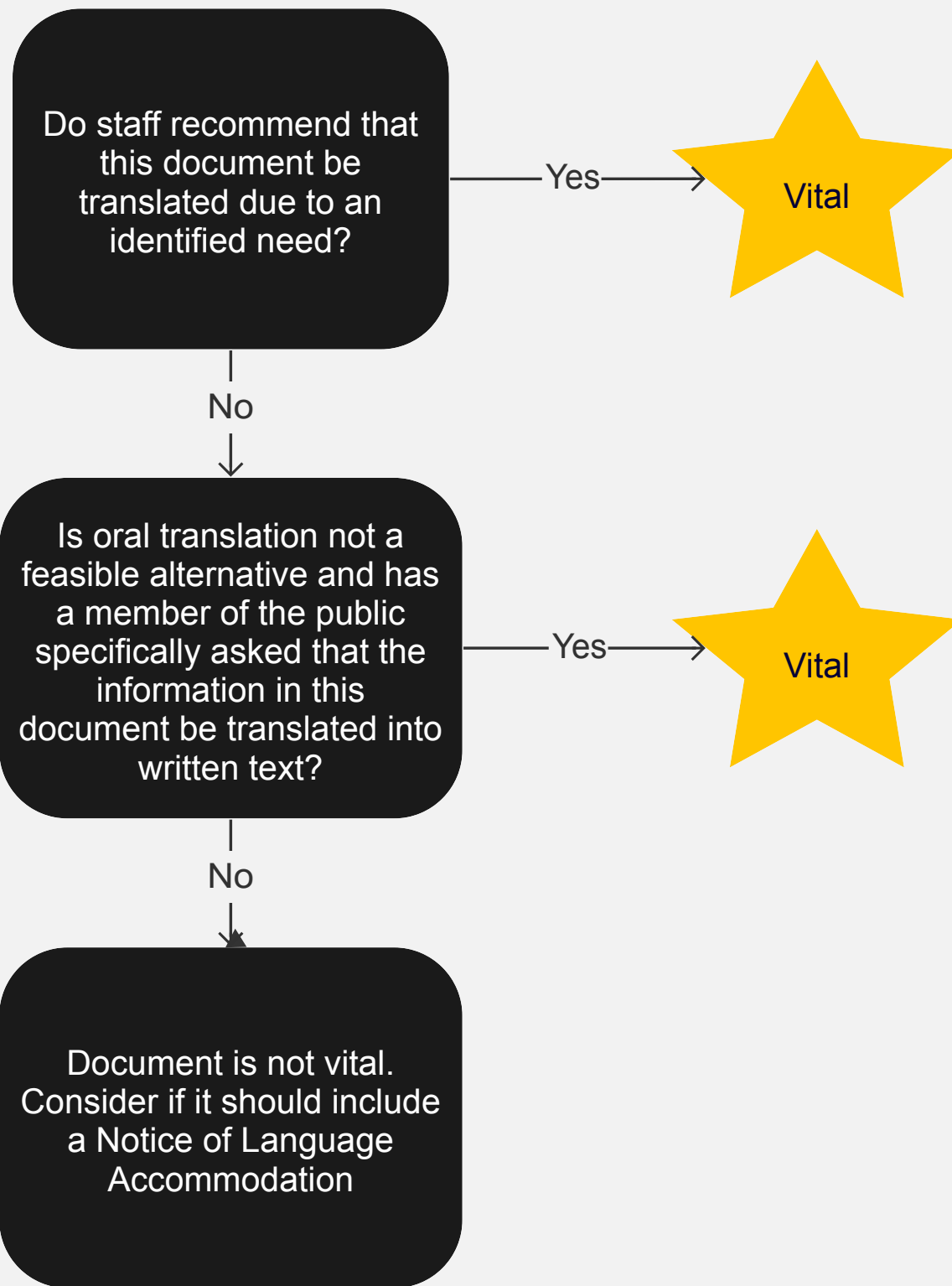
# Human Resources

Identified documents to include Notice of Language Accommodations:

Identified documents for translation:



# Legal/Records



Identified documents to include Notice of Language Accommodations:

- Council Meeting Agendas
- Committee Meeting Agendas

Identified documents for translation:

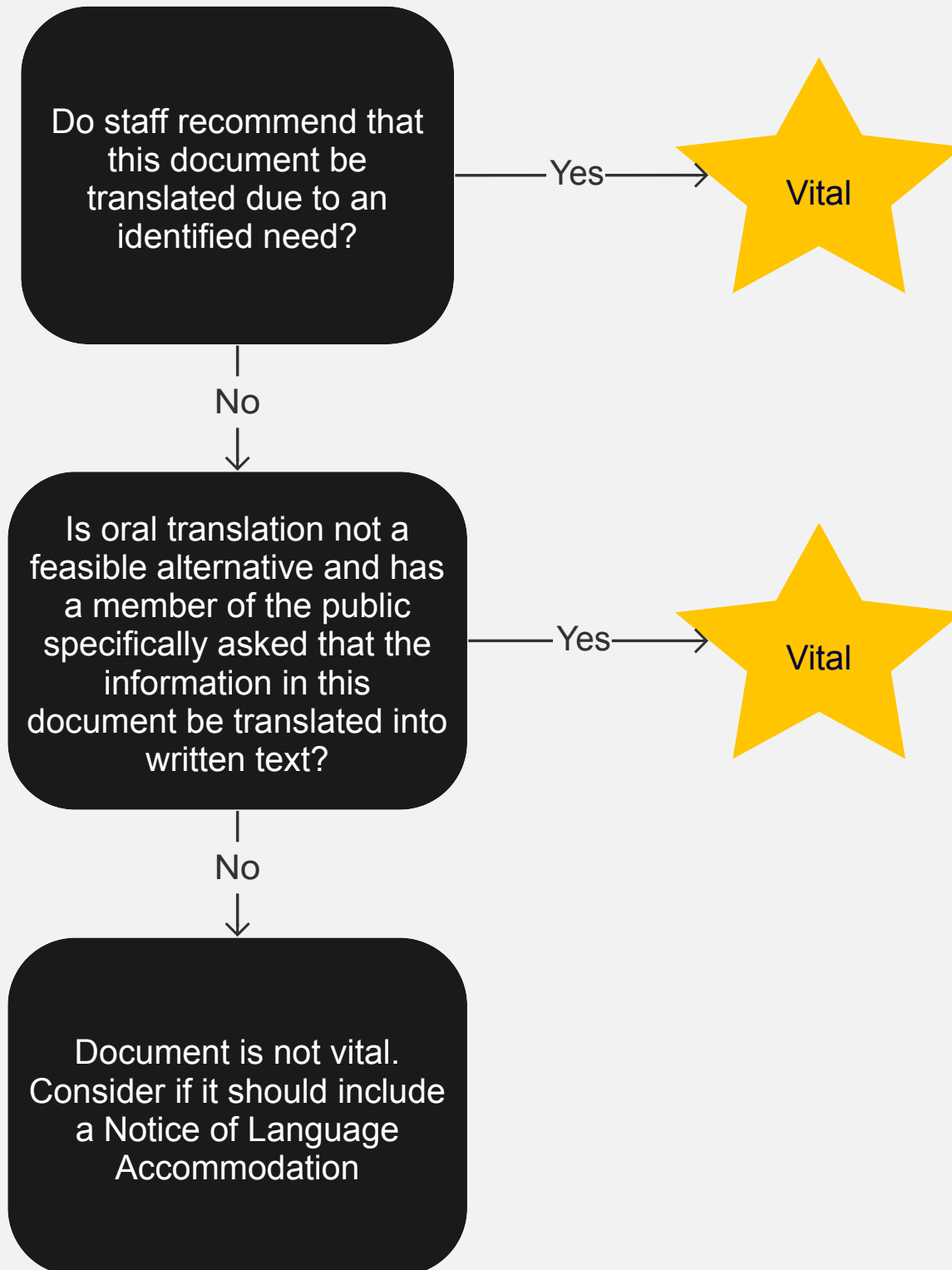
- Any Claim form against the City
- Request for public Records
- Advisory Committee Application

# Parks and Recreation

Identified documents to include Notice of Language Accommodations:

Identified documents for translation:

- Park/Playground Rules
- Immediately hazardous activity with no universal symbol
- Picnic Shelter Registration Form
- Facility rental application
- Youth program registration
- Senior program registration
- Liability Release Form
- Athletic Field Scheduling Guide
- Sports Field Applications
- Scholarship Applications



# Public Works

Do staff recommend that this document be translated due to an identified need?

Yes →



No  
↓

Is oral translation not a feasible alternative and has a member of the public specifically asked that the information in this document be translated into written text

Yes →



No  
↓

Document is not vital. Consider if it should include a Notice of Language Accommodation

Identified documents to include Notice of Language Accommodations:

- Consent forms
- Notices of rights
- Permit conditions
- Notice of project community meetings
- Materials introducing project into an area
- Project input requests
- Detour notices
- Property offer
- Road Closures for Hazardous (ICE - QR Code)
- Recycle Event Flyers

Identified documents for translation:

- Required Program Outreach materials
- Title VI Public Engagement Form