

# Language Access Guidance Document

[City LAP Webpage](#)

[LAP Policy](#)

The purpose of this document is to provide a quick resource for providing effective practices related to assisting limited English proficiency (LEP) individuals. Further guidance can be found in the City's Language Access Policy or additional materials can be accessed on the City Language Access Webpage.

## I want to...

### Provide Assistance



[VRI Instructions](#)

Use Language Identification Guidance

[Language Line Instructions](#)  
(Language Identification Guidance Page 3-4)



[Google Translate](#)

Use phone translators



[Google Translate Instructions](#)

Use certified over the phone options



[Video Remote Interpretation \(VRI\) log-in](#)

Consult City Language Access Procedures



[Language Access Procedures](#)

### Plan a Public Meeting

Find the top spoken languages within the City

[King County Top Languages by City](#)  
(Provided by King County)



Find a certified interpreter/Translator



[City Vendor List for Language Services](#)



Do I need an interpreter or translator?  
Check [City Vital Document Process](#)

### Send Mailers /Signs

Send out a notice of language accommodations as part of my mailer, public meeting, project announcement, etc.

[Template for Notices of Language Accommodations](#)



### Use Title VI Forms

English

[Online Copy](#)



Spanish

[Online Copy](#)



Vietnamese

[Online Copy](#)



Amharic

[Online Copy](#)



Somali

[Online Copy](#)

