

Covers translation agencies and freelancers, interpreting agencies (medical, legal and court, community, conference), video and over-the-phone remote interpreting providers, sign language interpreting services, and localization firms. Complete with ACORD 125. Attach a sample client contract, the linguist qualification and vetting procedure, and the quality assurance process.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
OFFICE ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Other

PRIMARY CONTACT / TITLE	PHONE	EMAIL

CERTIFICATIONS (ATA, CCHI, NBCMI, COURT, RID, ISO 17100)	LANGUAGES OFFERED

2 OPERATIONS

DESCRIPTION OF THE BUSINESS (SERVICES, LANGUAGES, CLIENT TYPES, HOW LINGUISTS ARE ENGAGED)

SERVICE / SETTING	% OF REVENUE

Settings: medical interpreting (on-site); remote video / phone interpreting; court & legal interpreting; legal document translation; medical & pharmaceutical translation; immigration documents; technical & engineering manuals; marketing & website localization; sign language (ASL); conference interpreting.

Linguist arrangement (check all):

☐ Employee linguists
 ☐ Independent contractors
 ☐ Subcontracted agencies
 ☐ Overseas linguists
 ☐ Machine translation with post-editing

Size and volume:

Linguists on roster
 Interpreting sessions per year
 Words translated per year
 Clients
 Languages

3 EXPOSURE & RISK QUESTIONS — ACCURACY & HIGH-STAKES SETTINGS

A family's Spanish word "intoxicado" was taken as "intoxicated"; the patient's brain bleed went untreated and the case settled for \$71 million. Federal health rules now require qualified interpreters and human review of machine translation.

3-1 Does the applicant interpret in hospitals, clinics, or mental health settings where errors can affect treatment? ☐ Yes ☐ No
 IF YES, EXPLAIN

3-2 Are medical and legal interpreters certified or tested, with training in terminology and ethics? ☐ Yes ☐ No
 IF YES, EXPLAIN

3-3 Are translations of medical, legal, or safety documents edited and proofread by a second linguist? ☐ Yes ☐ No
 IF YES, EXPLAIN

3-4 Is machine translation used, and is every output reviewed by a qualified human before delivery? ☐ Yes ☐ No
 IF YES, EXPLAIN

- 3-5 Does the applicant translate product labels, warnings, instructions, or drug information? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-6 Does the applicant provide certified translations for courts, immigration, or contracts? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-7 Are linguists required to stop and clarify, and to document, when meaning is uncertain? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-8 Has a client or third party claimed an interpreting or translation error caused harm or loss? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — CONFIDENTIALITY, LINGUISTS & CONTRACTS

- 4-1 Do linguists sign confidentiality agreements, and are business associate agreements in place for health clients? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-2 Are client files transferred and stored encrypted, with multi-factor authentication on systems? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-3 Are independent linguists required to carry their own professional liability insurance? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-4 Are linguists background-checked before working in hospitals, schools, or with minors? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-5 Do client contracts limit liability, exclude consequential damages, and require client review of final text? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-6 Do on-site interpreters travel to client locations or patients' homes in their own vehicles? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-7 Has the applicant faced a misclassification claim from linguists treated as independent contractors? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$, ILLUSTRATIVE)	NUMBER OF EMPLOYEES	PAYMENTS TO CONTRACT LINGUISTS (\$, ILLUSTRATIVE)
PROJECTED ANNUAL GROSS REVENUE (\$, ILLUSTRATIVE)	PRIOR YEAR REVENUE (\$, ILLUSTRATIVE)	MEDICAL & LEGAL REVENUE (\$, ILLUSTRATIVE)

6 PRIOR INSURANCE & LOSS HISTORY

Attach currently-valued loss runs for the last 5 years.

CURRENT E&O CARRIER

E&O LIMIT / RETRO DATE

CYBER CARRIER / LIMIT

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6-1 Has any carrier declined, cancelled, or non-renewed coverage for this business in the last 5 years? ☐ Yes ☐ No

IF YES, EXPLAIN

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6-2 Does the current E&O policy exclude bodily injury arising from interpreting or translation errors? ☐ Yes ☐ No

IF YES, EXPLAIN

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DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$, ILLUSTRATIVE)	OPEN / CLOSED

6-3 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one? ☐ Yes ☐ No

IF YES, EXPLAIN

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7 RISK MANAGEMENT & SAFETY

7-1 Is there a written quality management process (e.g., ISO 17100) for translation projects? ☐ Yes ☐ No

IF YES, EXPLAIN

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7-2 Are interpreting session logs and translation version histories kept for at least 7 years? ☐ Yes ☐ No

IF YES, EXPLAIN

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7-3 Are linguists trained annually on confidentiality, HIPAA, and professional ethics? ☐ Yes ☐ No

IF YES, EXPLAIN

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8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

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PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE

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