



FÉDÉRATION INTERNATIONALE DES TRADUCTEURS INTERNATIONAL FEDERATION OF TRANSLATORS

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GUIDELINES TO ORDER THE FIT ID CARD (International ID Card for Translators, Terminologists and Interpreters)

After considerable discussion involving the FIT leadership and member associations, FIT decided in 2004 to issue an International ID Card for Translators, Terminologists and Interpreters, the FIT ID Card. In doing so, FIT follows the example of the International Federation of Journalists which issues an International Press Card for individuals of member associations.

The FIT ID Card identifies individual translators and interpreters as members of national translator, terminologist and interpreter associations who, as individuals, support and appreciate the goals and role the International Federation of Translators has assumed globally. Individual member associations may wish to add specific benefits for FIT ID Card holders such as reduced conference fees, for example.

How To Obtain a FIT ID Card

Individual translators, terminologists and interpreters who wish to obtain a FIT ID Card and who are members of a national FIT member association should contact their association to find out if their association participates in this FIT program.

If the national association participates, the application form can be downloaded from the FIT website (www.fit-ift.org) and mailed to the national office with a payment in the amount of US \$25 (€20) together with a 35 x 43 mm picture. The national association will inform the applicant whether an administrative fee will be added and whether the payment needs to be made out to FIT or to the national association.

FIT ID Cards need to be renewed every two years for a nominal fee of US \$10 (€8). All cards issued in the inaugural year 2005 will be valid through December 31, 2007.

We look forward to an overwhelming participation by the global community of translators, terminologists and interpreters and their associations.

A. FIT ID Card Administrative Steps

1. The national association (which must be a FIT member) needs to decide if it wishes to participate in this FIT program.
2. The national FIT member association needs to determine whether it wishes to add an administrative fee to the FIT ID Card fee.

3. If the FIT fee and the national fee are collected in one individual payment, FIT recommends that the national association forward the payment by check or bank transfer covering all accompanying applications to the FIT address.
Bank transfers details will be provided by fax upon request to the FIT Secretariat.
4. Individuals can obtain the FIT ID Card application from the FIT website.
5. Applicant sends its application form, US \$25 (€20) payment plus administrative fee, if any, and 35 x 43 mm photo to the national association. The national association approves or rejects the application. The applicant should be a member in good standing of its national association.
6. The national association collects approved applications and sends them quarterly to the FIT Secretariat. It may establish a fee for expedited service.
7. The FIT Secretariat notifies each applicant and national association that the application has been received.
8. Secretariat mails ID Card directly to the applicant.

B. FIT ID Card Cost and Validity Schedule

Cost:

1. The FIT ID Card fee is US \$25 (€20) per card made payable to FIT or to the national association.
2. The validity period for the FIT ID Card is two (2) years.
4. The two-year renewal fee is US \$10 (€8).
5. The FIT ID Card can be renewed four (4) times before it has to be reissued.

Validity Periods:

1. FIT ID Cards obtained during the year will have the following validity:

Obtained January through March:	Renewal date April 1
Obtained April through June:	Renewal date July 1
Obtained July through September:	Renewal date October 1
Obtained October through December:	Renewal date January 1

Example:

A FIT ID Card issued in November 2006 would have to be renewed January 1, 2009.

C. **FIT ID Card Sponsorship**

During the 2005 FIT World Congress in Tampere, delegates from a number of associations indicated their interest in sponsoring members of other associations who are not able to obtain the FIT ID Card on their own due to economic circumstances.

If you or your association would like to sponsor one or several colleagues, please complete the attached “FIT ID CARD SPONSORSHIP FORM” and send it together with payment (US \$25; €20 per card) to the FIT Secretariat. The FIT Secretariat will process the application for the sponsored individual(s) and obtain the authorization from the national association.

It is important to remember when sponsoring an individual that she or he must be a member of the national translator, terminologist or interpreter association which has membership in FIT.



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FIT ID CARD SPONSORSHIP FORM

Name of individual sponsor: _____

or

Name of sponsoring national organization: _____

I (we) wish to sponsor the following individual(s) for a FIT ID CARD:

1. Name: _____
Email address: _____
Postal address: _____
Sponsored individual is a member of: _____
(Name of national organization)

2. Name: _____
Email address: _____
Postal address: _____
Sponsored individual is a member of: _____
(Name of national organization)

3. Name: _____
Email address: _____
Postal address: _____
Sponsored individual is a member of: _____
(Name of national organization)

I (we) have enclosed a check in the amount of _____ (US \$ 25; €20) per card made payable to FIT.
OR

I have made a bank transfer:
(Bank transfers details will be provided by fax upon request to the FIT Secretariat)

I (we) understand that the sponsored colleague is a member of a FIT member association.

Signature of Sponsor

Date

Please mail your sponsorship form and payment to:

Fédération Internationale des Traducteurs
International Federation of Translators
2021, avenue Union, bureau 1108
Montréal (Québec) H3A 2S9
Canada