



**PURPOSE OF FORM:** This form is to be used by interpreters to document a late fee for their certification in the Missouri Interpreters Certification System (MICS).

**INSTRUCTIONS:** Return the completed and notarized form along with the appropriate fee (\$20.00 Application, Late Fee) to MCDHH, 3216 Emerald Ln., Suite B, Jefferson City, MO 65109. Fee payment must be in the form of either a cashier's check or money order made payable to "MCDHH/BCI Fund" or a receipt for online payment from <https://magic.collectorsolutions.com/magic-ui/payments/mo-elem-secondary-education/201901>. **NO PERSONAL CHECKS WILL BE ACCEPTED.** The late fee may only be required up to one time per renewal cycle.

**I. APPLICANT INFORMATION**

NAME (PRINT IN FULL, INCLUDING MIDDLE INITIAL)	SOCIAL SECURITY NUMBER
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**II. LATE CEU INFORMATION**

I AM APPLYING FOR LATE CEUs FOR THE FOLLOWING REASON:

- FAILURE TO EARN CEUs BY NOVEMBER 2
- FAILURE TO SUBMIT CEUs BY DECEMBER 2
- OTHER (PLEASE EXPLAIN) \_\_\_\_\_

**III. AFFIDAVIT OF APPLICANT**

I, the above-named applicant, being first duly sworn upon my oath, state as follows:  
I have personally completed the forgoing application truthfully, completely and without omission;  
The information and answers contained in the foregoing application and any attachments thereto are true and correct to the best of my knowledge and belief;  
I will not intentionally divulge confidential information relating to the certification process, including content, topic, vocabulary, skills and or any other testing material;  
I will comply with state laws and the rules and regulations of the Board for Certification of Interpreters; and  
I make this affidavit knowingly, and any false statement or material omission herein subjects me to criminal penalties under section 575.050 RSMo

<b>MUST BE SIGNED IN PRESENCE OF NOTARY</b>	SIGNATURE OF APPLICANT	DATE
Notary Public Embossed Seal Or Stamp	STATE	COUNTY (Or City Of St. Louis)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF 20	
	NOTARY PUBLIC SIGNATURE	My Commission Expires
	NOTARY PUBLIC NAME (Typed Or Printed)	

**FOR OFFICE USE ONLY**

Date Received	Fee Paid	Money Order/Cashier's Check Number	Received By
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