



**Applicant Information**

First & Last Name:	Maiden/Previous Name:	Date of Birth:	BEI Certification #:	
Street address:	City:	State:	ZIP code:	County:
Daytime phone number:	Email address:			

**Current BEI Certificate**

Select one:  Texas  Michigan  Missouri

**Conversion to IL BEI Fee**

The fee for a conversion from an out-of-state BEI certificate holder to an IL BEI certification is \$22. Upon conversion, the BEI certificate holder is required to comply annually with the IL BEI Certificate Maintenance procedures. Compliance with IL BEI Certificate Maintenance does not maintain your BEI certificate in the issuing state. All correspondence will be sent via email unless applicant requests otherwise.

**Submittal Instructions**

1. Complete and sign the form.
2. Attach a copy of your current BEI certificate.
3. Make an electronic payment via E-Pay at <https://magic.collectorsolutions.com/magic-ui/Login/il-dhhc>

Send completed form via US Mail, email, or fax completed form to:

**IDHHC**  
528 South 5<sup>th</sup> Street, Suite 209  
Springfield, Illinois 62701  
FAX: 217-557-4492  
[Dhh.interpreter@illinois.gov](mailto:Dhh.interpreter@illinois.gov)

**Signature**

I attest that all information provided in this application is accurate and true and agree to abide by the IL BEI Manual or the Illinois Interpreter for the Deaf Licensure Act of 2007 which requires anyone providing interpreting services to have a license. (Certification is not a license to practice interpreting.) I understand that my certificate is subject to suspension, revocation, or cancellation.

Applicant's signature:

Date:

**X**

**This application is incomplete without the applicant's signature.**

***ALL FEES ARE NON-REFUNDABLE.***