

How to find a Registered Interpreter

Guide to using the free-to-access online National Register of Public Service Interpreters

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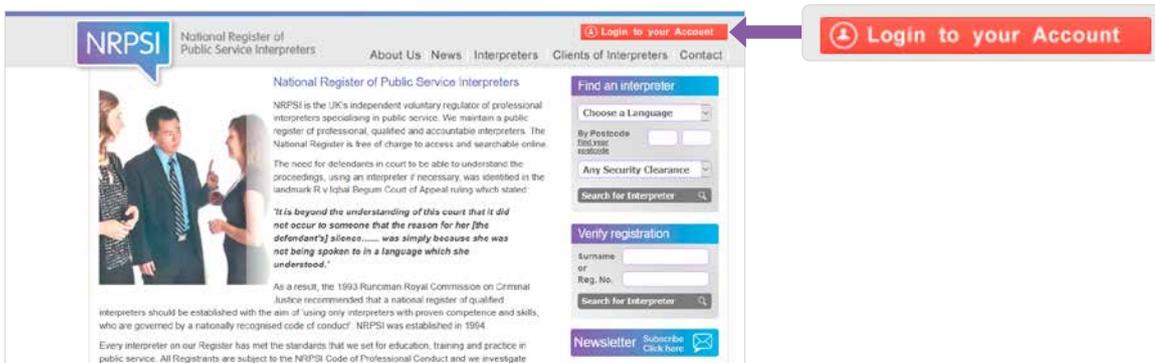
Step 1: Go to the NRPSI homepage

<https://www.nrpsi.org.uk>

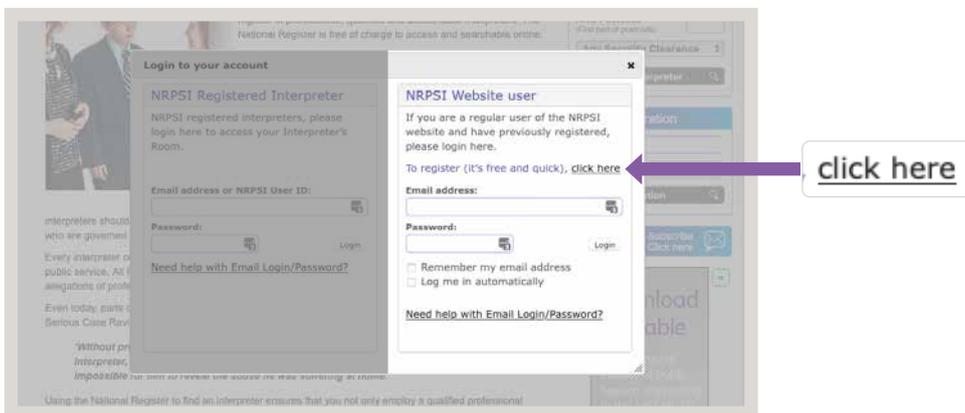
Step 2: Create an account

(Already got an account? Go to **Step 3: Log in** on page 3.)

Select the red 'Login to your Account' button in the top right-hand corner of your screen.



You should see this popup box.



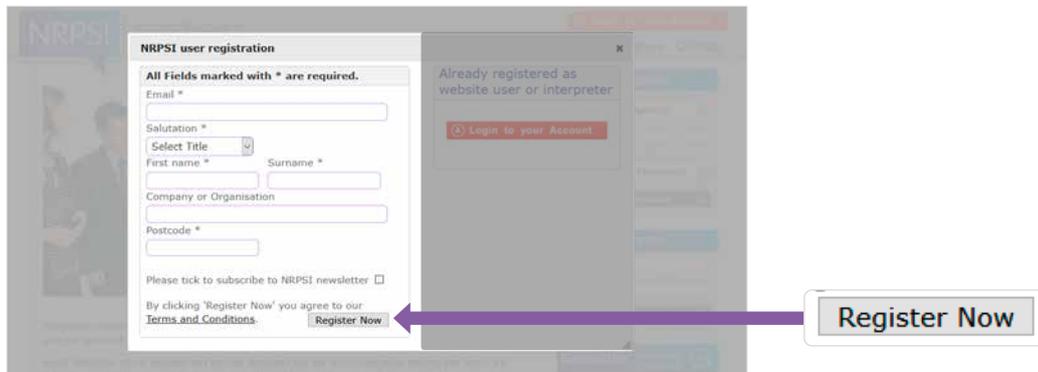
First-time users need to register a few details before searching the Register. It's quick, easy and **free** to do.

Select 'click here'.

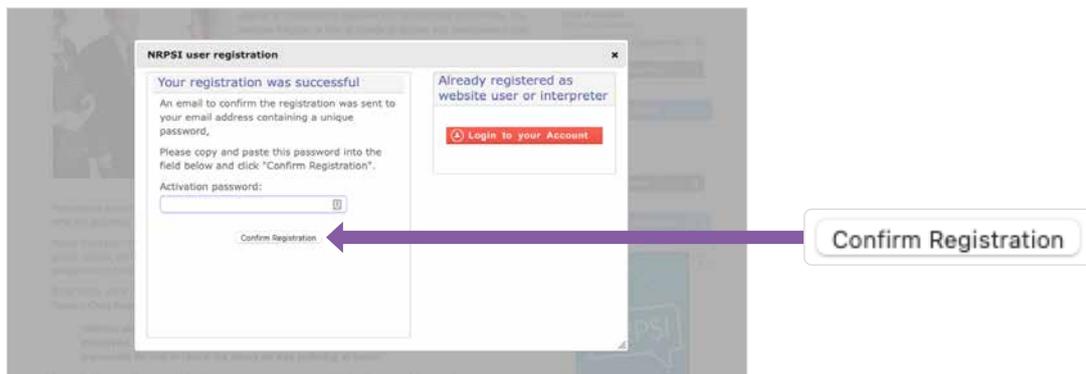
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You should see this popup box.

Complete the form with the required information and select the grey 'Register Now' button.

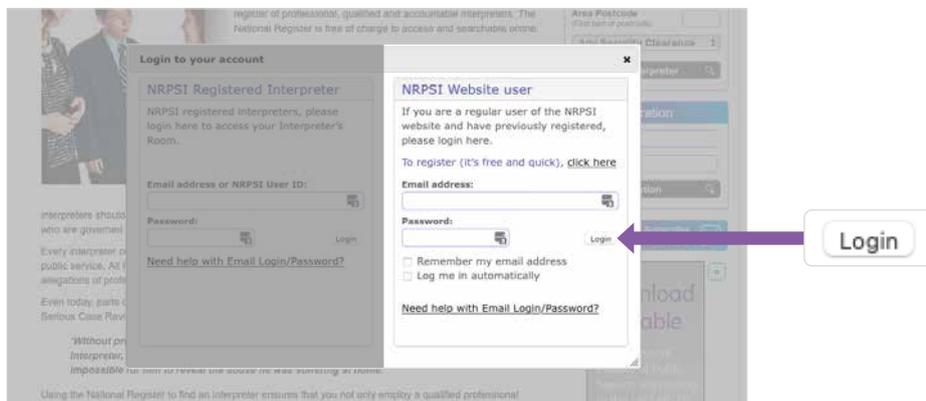


You will receive an email from admin@nrpsi.org.uk with your unique confirmation password. Follow the emailed instructions to confirm your registration and input your unique confirmation password.



Once you have confirmed your registration, you can log in.

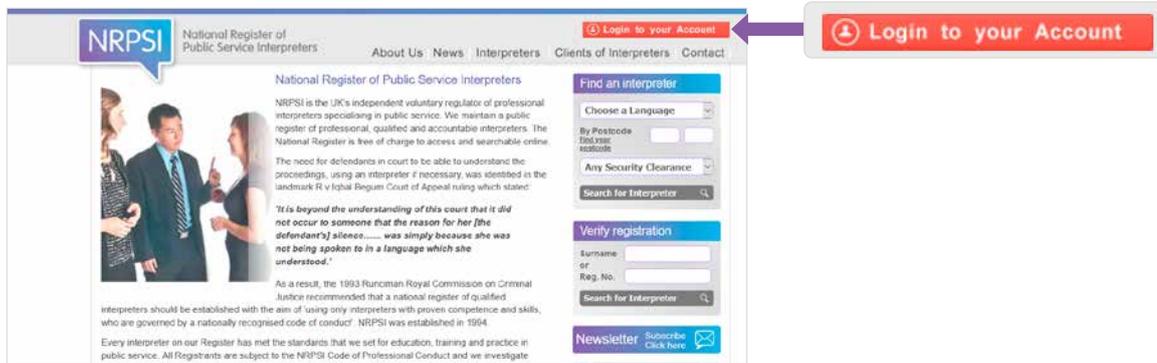
Log in under 'NRPSI Website user' with your email address and unique confirmation password and click the 'Login' button next to the 'Password' field. Once logged in, you can easily change your password to one that is more memorable.



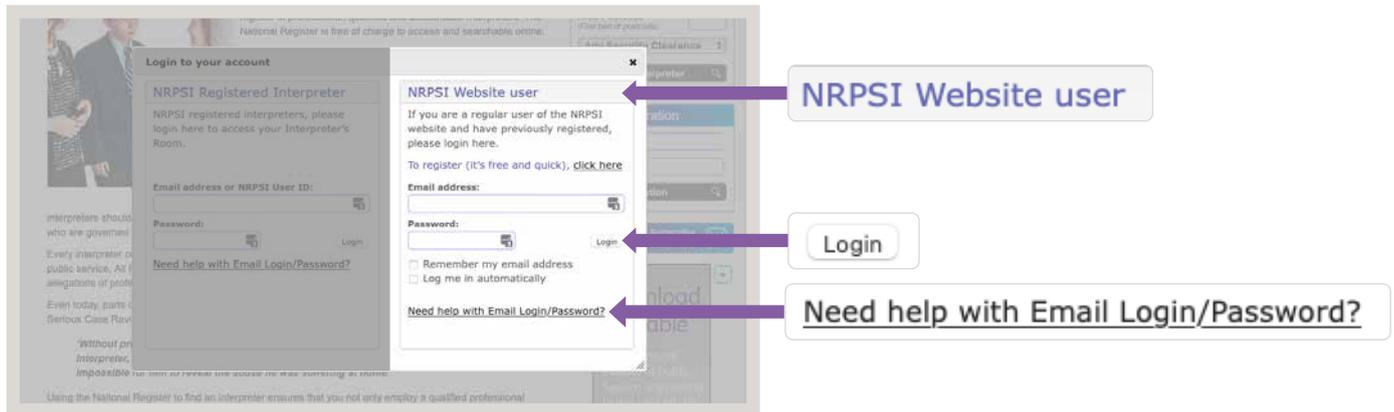
In future, you will only need to enter your login details once. You can also tick the box next to 'Remember my email address' and/or 'Log me in automatically' to streamline the login process.

Step 3: Log in

Select the red 'Login to your Account' button in the top right-hand corner of your screen.



You should see this popup box.

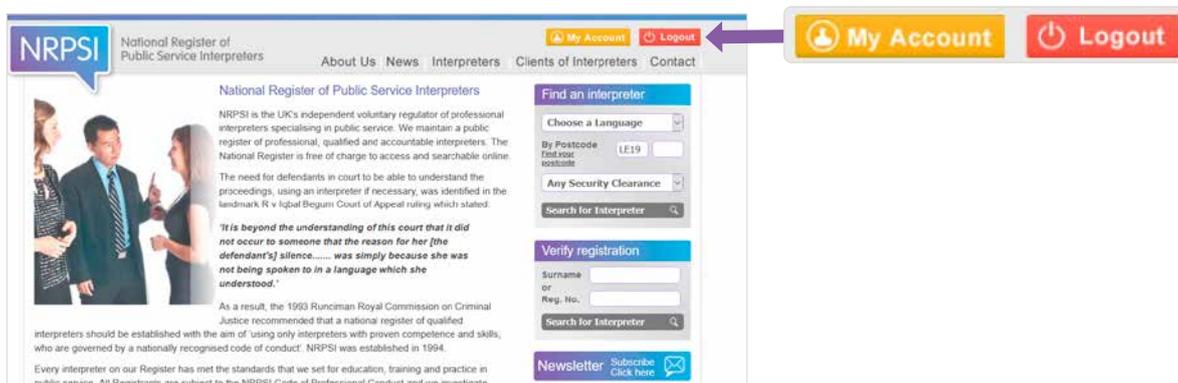


Log in under 'NRPSI Website user' using your email address and password and click the 'Login' button next to the 'Password' field.

Forgotten your login details? Click on the 'Need help with Email Login/Password' link at the bottom of the popup box to receive an email reminder.

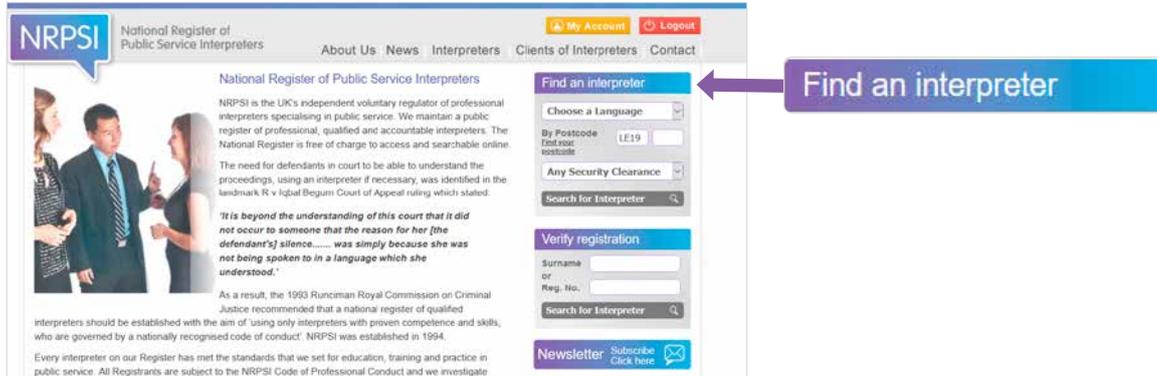
Step 4: Search the Register

Once you are logged in you will see a yellow 'My Account' and red 'Logout' button in the top right-hand corner of your screen. Webpages will otherwise look the same as when you aren't logged in.

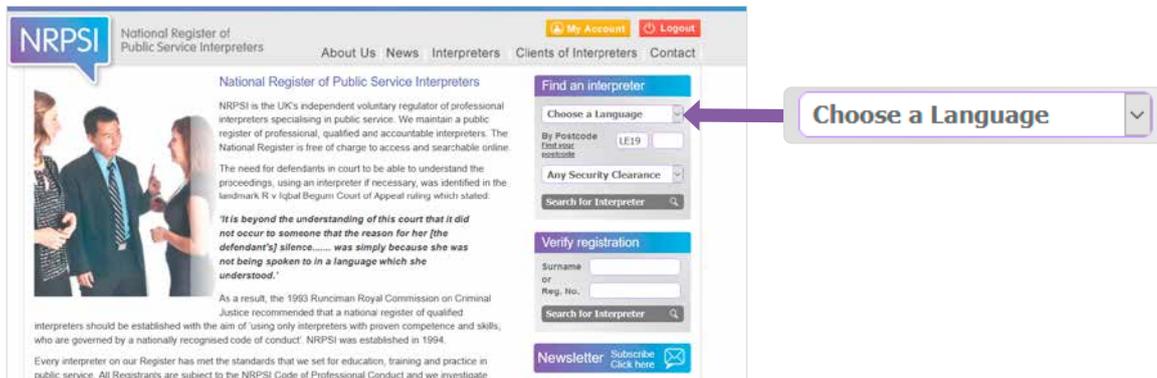


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Run your search using the 'Find an interpreter' search bar on the right-hand side of the screen. No matter what page of the website you are on, you will see this search bar.



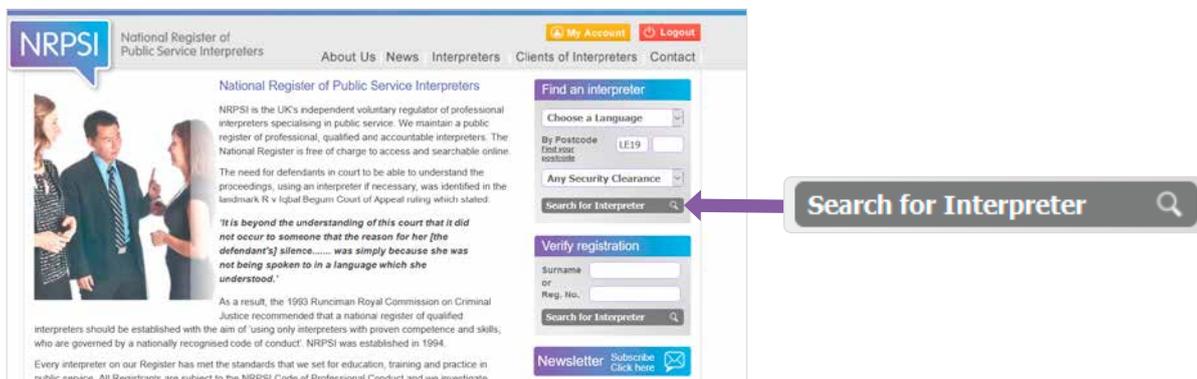
Select the language you are looking for from the 'Choose a Language' dropdown menu and enter the first part of the 'Area Postcode' of the interpreting engagement.



Note: You will need to enter the language and first part of the postcode to run your search. These are required search fields.

You can also choose a type of security clearance from the 'Any Security Clearance' dropdown menu. This search field is optional.

Select the grey 'Search for Interpreter' button to reveal the results of your search.



Example of search results

In this example, the searched for language is 'Romanian' and the postcode of the interpreting engagement is 'LE19', which is the first part of the postcode for Leicester.

Search results appear in order of distance from the postcode of the interpreting engagement with the interpreter based nearest listed first.

Click on the map icon to see the distance on the map an interpreter is from the location of the interpreting engagement.

The screenshot shows the NRPSI search results page. The search criteria are Language: Romanian, Search Location: LE19, UK, and Security Clearance: N/A. It shows 130 results, with the first two being Mr Cristian George Marinache (8.2 Miles) and Miss Claudia Cristina Ene (12.6 Miles). A purple arrow points from a map icon to the right-hand side of the page.

Click on the book icon to bookmark an interpreter's details for future reference.

The screenshot shows the NRPSI search results page. A purple arrow points from a book icon to a callout box.

Note: To view your bookmarks, select the yellow 'My Account' button and then 'Bookmarked Interpreters'.

You also have the option of clicking on the 'Show more Details' link (orange text) wherever this appears against an interpreter's record to reveal further relevant information about their professional qualifications and experience.

The screenshot shows the NRPSI search results page. A purple arrow points from the 'Show more Details' link to a callout box.

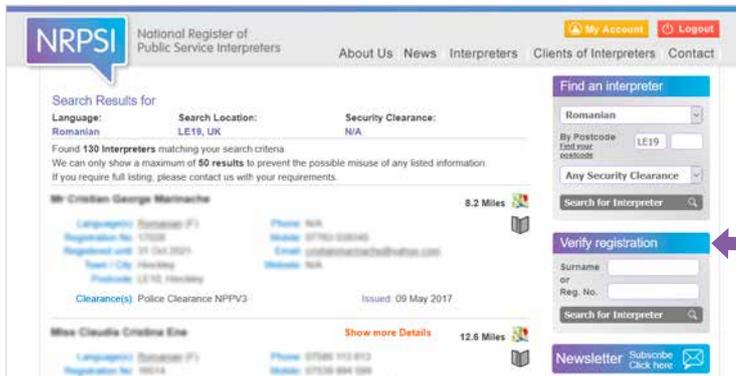
How do I check an interpreter is registered?

Firstly, you can ask to see their NRPSI Photo ID Card. This ID card details the interpreter's name, registered language/s, unique registration number and the expiry date of their registration.

Note: An interpreter must renew their registration annually.

You can also verify whether an interpreter is registered by entering their surname or unique registration number into the 'Verify registration' section of the search bar that appears on every page of the NRPSI website.

Note: You don't need to create an account or log in to verify an interpreter's registration.



Verify registration

Should you have any difficulties with using the online Register or have any updates for this guide, please email admin@nrpsi.org.uk.