**ADA REQUEST FOR REASONABLE ACCOMMODATION**

Wisconsin Department of Transportation

DT2516 3/2020

Use this form to request an accommodation for department programs, services, activities or meetings.

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| **Print Materials** |
| Do you know the title(s) of the specific publication(s) you want? [ ]  Yes [ ]  No |
| If yes, please specify the title(s)      |
| If no, please provide any information you can to help us identify the requested documents or publications. |
| Source of information:       |
| Location seen or reference provided:       |
| Subject matter:       |
| Other leads (attach additional information on separate paper if needed):       |
| What alternate format do you prefer? (indicate first, second, third choice, if possible) |
|       Large print       Braille       CD/DVD       Reader       Other (please specify):       |
| **Other Communication Requirements** |
| Do you need a reader? [ ]  Yes [ ]  No |
| Do you need a certified sign language interpreter? [ ]  Yes [ ]  No If yes, specify preference: [ ]  Visual [ ]  Tactile |
| Do you have other communication requests?[ ]  Transcripts [ ]  Television captioning [ ]  Video relay service [ ]  Assistive listening headset [ ]  Other (please specify):       |
| **Meetings or Hearings** |
| [ ]  Wheelchair-accessible meeting room [ ]  Meeting room close to elevator or lobby [ ]  Special assistance in evacuating facilities or notification in case of emergency (please explain):       |
| [ ]  Other (please specify):       |

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| Requestor’s Name      | (Area Code) Telephone Number      |
| Street Address or P.O. Box      | City      | State      | ZIP Code      |
| Email Address      | Date and Time Needed      |
| *Office Use Only* |
| Request received by:       Date:       | Accommodation provided by:       Date:       |

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| **Submit your request by mail, fax, phone or email to:** |
| Taqwanya Smith, Senior Title VI and ADA CoordinatorOffice of Business Opportunity and Equity Compliance4822 Madison Yards Way, 5th Floor SouthMadison, WI 53705Telephone: (608) 266-8129TTY: (800) 947-3529Fax: (608) 267-3641Email: taqwanya.smith@dot.wi.govWebsite: <http://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx> |