**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 Coordinator Office of Business Opportunity and Equity Compliance 4822 Madison Yards Way, 5th Floor South Madison, WI 53705  Telephone: (608) 266-8129  TTY: (800) 947-3529  Fax: (608) 267-3641  Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov?subject=DT2507)  Website: <http://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx> |