



# CITY OF RICHMOND, VIRGINIA

## REQUEST FOR REASONABLE ACCOMMODATION FORM

Name: \_\_\_\_\_  
(Name of person requesting accommodation)

Address \_\_\_\_\_  
Street Apt. # City State Zip

Contact # (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

1. I am requesting accommodation because (circle only one):      **A**      **or**      **B**      **or**      **C**
- (A) I am requesting accommodation that will allow me to participate in a City offered program, activity or service.  
Activity name: \_\_\_\_\_
- (B) I am applying for employment. The accommodation requested will allow me to participate in the examination for  
(position title): \_\_\_\_\_
- (C) I am currently employed by the City and request a reasonable accommodation. My current job title is:  
\_\_\_\_\_

2. My specific functional limitation is: \_\_\_\_\_ The accommodation I am requesting is described below. (Describe the type of accommodation; if it is a purchasable item list model, number, cost, where it can be obtained, etc., suggestions for work site or examination site modifications or specific job duties which may be restructured or shared to facilitate employment, participate in the examination or utilize a City program, activity or service.)

\_\_\_\_\_  
\_\_\_\_\_

3. Describe how this accommodation will assist you.      ☺ Please attach additional sheets as necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CERTIFICATION

I certify that I qualify as an individual with a disability under ADA.

Signature: \_\_\_\_\_ (Date) \_\_\_\_\_

#### SUBMIT COMPLETED FORM TO:

- A Individuals requesting an accommodation to participate in a City offered program, activity or service should submit this form to the Department of Human Resources - ADA Coordinator, 900 East Broad Street, 9<sup>th</sup> floor Room 902, Richmond, VA 23219.
- B Applicants for employment should submit this form to the HR Liaison processing the employment requisition.
- C Employees requesting an accommodation should submit this form to their supervisor.

*Private information disclosed in the request process will be kept confidential to the extent as required by law, but state and/or federal law may permit or require the City to disclose or use the information in City conducted public hearings regarding the request, in court or administrative proceedings, by court order and in other circumstances.*