

# REASONABLE ACCOMMODATION REQUEST FORM - TITLE I

This form is intended to be used by internal employees or applicants for employment when requesting a reasonable accommodation in order to have equal opportunity to enjoy the full benefits of any employment-related opportunities and privileges within the Oklahoma Department of Transportation.

Date of Filing: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Beginning Date of Issue: \_\_\_\_\_



Oklahoma Department of Transportation  
Contract Compliance Division  
200 N.E. 21<sup>st</sup> Street, Room 1-C1  
Oklahoma City, OK. 73105-3204  
Phone: 405-490-0381  
Fax: 405-930-4184  
Email: ODOT-ada-titlevi@odot.org

Status: ☐ Current Employee ☐ Job Applicant ☐ Other

Type(s) of Disability/Disabilities:

☐ Speech ☐ Hearing ☐ Visual  
☐ Mobility ☐ Mental / Emotional ☐ Other: \_\_\_\_\_

1. Nature and/or cause of disability/disabilities:

2. What specific accommodation are you requesting? If known, please identify the source and cost for providing the accommodation(s).

3. If you are not sure of the accommodation needed, do you have any suggestions about what options we can explore?

4. What limitations are interfering with your ability to perform your job or participate in an employment benefit?

5. How do these limitations affect you and/or your job performance?

6. What specific job tasks or employment benefits are problematic as a result of these limitations?

7. If you are requesting a specific accommodation, how will that accommodation assist you?

**Please attach and/or provide any additional information that might be useful in processing your complaint.**

The completed form must be submitted to the Oklahoma Department of Transportation's Contract Compliance Division by email: [Chris.Thompson@odot.ok.gov](mailto:Chris.Thompson@odot.ok.gov) or fax: 405-930-4184. If you require any assistance in filling out this form, please contact the ADA/504/508 Manager at 405-490-0381.

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Signature

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Date

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-490-0381, or for TTY (Text-Telephone) services please contact the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).