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## **Title II of the Americans with Disabilities Act Section 504 of the Rehabilitation Act of 1973 Accommodation Request and Complaint Form**

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address on page 5. This form is used for both making a request for an accommodation as well as filing a complaint regarding an accommodation. **Please note all requests for an auxiliary aid, service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity should be made as soon as you know of the need but no later than 5 business days prior to the need for accommodation.**

Complainant:

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Address:

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City, State and Zip Code:

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Telephone Number:

Alternate Telephone Number:

Person Affected:  
(if other than the complainant)

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Address:

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City, State, and Zip Code:

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Telephone Number:

Alternate Telephone Number:

Government, or organization, or institution which you believe has discriminated:

Name:

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Address:

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County:

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City:

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State and Zip Code:

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Telephone Number:

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When did the alleged incident occur? Date:

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Describe the alleged incident, and, if applicable provide the name(s) of the individuals involved (use space on last page if necessary):

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Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: what is the status of the grievance?

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Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes:

Agency or Court:

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Contact Person:

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Address:

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City, State, and Zip Code:

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Telephone Number:

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Date Filed:

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Do you intend to file with another agency or court?

Yes\_\_\_\_\_ No\_\_\_\_\_

Agency or Court:

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Address:

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City, State and Zip Code:

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Telephone Number:

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Additional space for answers:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to:  
City of Florence ADA Coordinator  
110 W College Street Ste. 107  
Florence, AL 35630**