



## Citizen Request for Accommodation under the Americans with Disabilities Act

### **Instructions:**

1. Complete this form in ink or type.
2. Sign and return it to the County using the contact information at the bottom of this form.
3. If you are unable to complete this form due to a disability or need additional information, please contact the ADA Coordinator, Vicki Soucy at 843.958.4700 for assistance and the County, to the extent possible, will make reasonable accommodations.

**NOTE:** Please allow the County at least two (2) full business days, prior to the event or program, to arrange for accommodations.

### **Confidentiality:**

Information contained on this form will be classified as **CONFIDENTIAL** to the extent permitted by law. Information obtained or generated in the processing of the accommodation request may be released to individuals of County departments or agencies participating in the evaluation or provision of the accommodation requested.

### **Requester:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

1. What is the accommodation request related to?

Event/Program Name: \_\_\_\_\_

Event/Program Date: \_\_\_\_\_

Accessibility Issue Location: \_\_\_\_\_

\_\_\_\_\_



2. What is the barrier or the nature of the accessibility issue that prevents you from participating? \_\_\_\_\_

\_\_\_\_\_

3. Describe the accommodation you are requesting: \_\_\_\_\_

\_\_\_\_\_

4. How will the requested accommodation help relieve any roadblock to your satisfactory participation? \_\_\_\_\_

\_\_\_\_\_

5. Are there any other concerns or difficulties the County should consider with your request? \_\_\_\_\_

\_\_\_\_\_

6. Name (printed): \_\_\_\_\_

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

7. Date Submitted: \_\_\_\_\_

**Return via mail to:**

Charleston County Government  
Attn: ADA Coordinator  
Human Resources Suite B207  
4045 Bridge View Drive  
North Charleston, SC 29405

**You may also return it via email to:**

Email: [vsoucy@charlestoncounty.org](mailto:vsoucy@charlestoncounty.org)