



CITY OF KINSTON
Americans with Disabilities Act (ADA)
Citizens with Disabilities Access Request Form

*In the event that one has either experienced or witnessed an alleged action or event that violates the protections created under the ADA, it is recommended that he/she/they report said event immediately. Any questions may be directed to the City's **Human Resources Department** at (252)939-3120.*

Upon request, reasonable accommodations will be made for reporting an occurrence and/or alternate, accessible forms may be provided. Please contact the city if such accommodation is necessary.

**Denotes a required field*

1. Requestor Name: * _____

2. Address: * _____

3. Preferred Phone: * _____

4. Email: * _____

5. Date of Alleged Event: * _____

6. Department(s), Event(s) or Individual(s) Involved: * _____

7. Please describe the alleged occurrence with as much detail as possible. Include the location, time, individual(s) or department(s) involved, witnesses, etc..... *

8. If the alleged occurrence involved an event, service, program or activity planned in advance by the City, was the request that reasonable accommodations for accessibility be made?*

No

Yes

9. If an accommodation request was filed, what was the outcome?*

10. Is there any additional information that the city should be made aware of?*

The following section should only be completed if the Requestor and the reporting individual is not the same individual. Please skip questions 11-15 if this does not apply to you.

11. Reporting Individual Name:* _____

12. Reporting Individual Address:* _____

13. Preferred Phone:* _____

14. Reporting Individual Email:* _____

15. Persons Affected (if not the same as reporting individual):* _____

By signing and submitting this form I am certifying that the information provided in these responses is accurate and has been so reported to the best of my ability and knowledge.

Date: _____ Signature: _____

*Please submit this form in its entirety to the City of Kinston's Human Resources Department at:
207 E. King St, Kinston NC 28501.
You may also email this completed form to Lea.mills@ci.kinston.nc.us or fax to (252) 939-1519.*