

Disability Accommodation Request Form



This form is available in alternative formats (e.g. large print) upon request.

Please fill out the form below and save the PDF on your computer. Email completed form to info@nypeace.org or return to any staff person at New York Peace Institute. Please expect some one from New York Peace Institute to follow up with you to discuss your needs and possible accommodations within 5 business days of our receipt of your request.

1. **Date Request Submitted** _____

2. **Person Needing Accommodation**

First Name _____ Last Name _____
Mailing Address _____ Apt # _____
City _____ State _____ Zip Code _____
Phone _____ Cell Phone _____
Email _____

3. **Person Making Request (if other than the person needing accommodation)**

First Name _____ Last Name _____
Mailing Address _____ Apt # _____
City _____ State _____ Zip Code _____
Phone _____ Cell Phone _____
Email _____
Relationship to person needing accommodation _____

4. **Event Information** – Please check appropriate event:

- Mediation or Conflict Resolution Services
 - Basic Mediation Training and/or Apprenticeship Program
 - Other - please specify _____
- Event Date _____ Event Time _____

5. **Accommodation Information**

What accommodation(s) are you requesting? Please be as specific as possible.

Why do you feel you need this accommodation to attend or participate in this event?

Is there anything else you would like us to know?

Please note that documentation may be required to determine whether you are eligible for accommodations due to a disability. The Peace Institute will make every effort to meet your request, but we cannot guarantee that we will be able to meet all requests.

Signature of Person Requesting Accommodation: _____

Please return this form to any staff person at New York Peace Institute:

Brooklyn Mediation Center

210 Joralemon Street, Room 618

Brooklyn NY 11201

tel: 718.834.6671

fax: 718.834.6681

email: info@nypeace.org

Manhattan Mediation Center

346 Broadway, Suite 400W

New York, NY 10013

tel: 212.577.1740

fax: 212.577.1748

email: info@nypeace.org

If you have any questions about our disability accommodation request process, please contact the Manager of Mediator Education, Melissa Appleton, at 718.834.6671 or mappleton@nypeace.org.

FOR OFFICE USE ONLY

Received by: _____ Date: _____