



**City of Pasadena, TX**

**American with Disabilities Act (ADA) Accommodation Request Form**

The City of Pasadena, TX does not discriminate on the basis of disability in its services, programs or activities. Please use this form to request an accommodation for auxiliary aid or service for effective communication. Requests must be received no later than 48 hours prior to the scheduled event or activity. Submit form to Michelle Wilson at [mwilson@pasadenatx.gov](mailto:mwilson@pasadenatx.gov)

<b>Date of Request:</b>		<b>Type of Event:</b>	
<b>Requesting Department (if applicable):</b>			
<b>Name:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Type of Request: (select all that apply)</b>	ASL – On Site	Language – On Site	Video Remote Interpreting
	OPI – Over the Phone Interpreting	Specify Language: Captioning	Wheel Chair
	Braille	Other:	
<b>Location for Request:</b>			
<b>Date Service is Needed:</b>		<b>Time of Event:</b>	<b>Length of Event:</b>
<b>Contact Day of Event:</b>		<b>Contact Phone:</b>	
<b>Additional Comments/Specifics:</b>			
<b>Department Use Only:</b>			
<i>Date Request Received:</i>		<i>Date Request Completed:</i>	
<i>Signature:</i>			
Comments:			