

Request for Reasonable Modification

Submitted by: _____ Date: _____

Submitted on behalf of Myself Someone else: _____
Name

Address: _____

Phone Number: _____
(Please provide best phone number to reach you)

Email: _____

Please describe what modification you need in order to use the LTD bus service: (if additional space is needed, please use the back of the form)

Does the person who needs this modification currently ride LTD? Yes No

If yes, please describe the current bus riding experiences without this requested modification:

Submit this form via:

- 1) LTD Customer Service Center, Attn: Cosette Rees
- 2) Mail to: Cosette Rees, C/O LTD, 1080 Willamette Street, Eugene OR 97401
- 3) Email to: cosette.rees@ltd.org

LTD will process requests for reasonable accommodation and then provide the modification, where appropriate, within thirty (30) business days. LTD will communicate directly with the person requesting the modification. LTD recognizes, however, that the time necessary to process a request will depend on the nature of the modification(s) requested and whether it is necessary to obtain supporting information. If the modification is denied, an appeal process is in place. ltd.org

OFFICIAL USE ONLY.	Date Received: _____
Notes: _____	Request # _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____	Date: _____