

Minnesota Department of Labor and Industry  
 CCLD Licensing and Certification Services  
 443 Lafayette Road North  
 St. Paul, MN 55155  
 Phone: (651) 284-5031  
 Fax: (651) 284-5743  
 Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
[www.dli.mn.gov](http://www.dli.mn.gov)



## Reasonable Accommodation Request Form

**All requests must first be approved by DLI's Construction Codes and Licensing Division. Candidates must wait for confirmation of the approval before applying, scheduling an examination or accessing a facility.**

Last name	First name	M.I.	Date
Street address		City	State      ZIP code
Daytime phone number		Email address	
Describe the accommodation you want (equipment, reader, extra testing time, etc.)			
Describe any accommodation DLI has provided you in the past			

An individual who has a physical or mental disability as defined by the Americans with Disabilities Act (ADA), as amended, or the Minnesota Human Rights Act (MHRA) may request an accommodation to apply for a license, take an examination or access a facility.

The Minnesota Department of Labor and Industry (DLI) will provide an accommodation unless it creates an undue burden. DLI will contact the requestor upon receipt of required documents and after a determination is made. An examination will be scheduled and confirmed directly with the applicant.

If you wish to request an accommodation, send the following to DLI's CCLD Licensing.

1. This accommodation request form – filled in, signed and dated.
2. A written statement from your health care provider (on letterhead, signed and dated by your health care provider) documenting: the nature of your disability; what major life activity your disability substantially limits; and the type of reasonable accommodation needed to apply for a license, take a license test or access a building.
3. The attached Licensing ADA data practices notice – signed and dated.

**Note:** If you are requesting an accommodation to take a license test, also include your Application for Examination form along with the above documents.

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**Office use only**

Application number \_\_\_\_\_ Approved date \_\_\_\_\_ Denied date \_\_\_\_\_

**This material can be made available in different forms, such as audio, Braille or large print by calling (651) 284-5005 or 1-800-342-5354.**