

## Sample Request for Communication Access

I request [a certified sign language interpreter, real-time captioning, an assistive listening device] for [my appointment, our meeting] on [date] at [time]. My appointment is with [name of the person you are meeting with] at [location information].

Having [an interpreter, captioning, an assistive listening device] will ensure that we can communicate with each other clearly. It will help me receive the information I need to make informed decisions and help you to provide the best quality service possible.

Under the Americans with Disabilities Act (ADA) and other laws, organizations like yours are required to be accessible and must provide reasonable accommodations. A qualified sign language interpreter, real-time captioning or assistive listening device are accommodations named in the law. The ADA also states that the cost must be paid for by the organization as a normal business expense or part of the overhead cost of doing business.

You can learn more about arranging accommodations on Deaf, DeafBlind and Hard of Hearing State Services' website:

- [Communication access](https://mn.gov/deaf-hard-of-hearing/communication-access/) (mn.gov/deaf-hard-of-hearing/communication-access/)
- [Find an interpreter](https://mn.gov/deaf-hard-of-hearing/communication-access/interpreter/find/) (mn.gov/deaf-hard-of-hearing/communication-access/interpreter/find/)
- [Real-time captioning providers](https://mn.gov/deaf-hard-of-hearing/communication-access/cart/captioners/) (mn.gov/deaf-hard-of-hearing/communication-access/cart/captioners/)
- [Laws and communication access](https://mn.gov/deaf-hard-of-hearing/communication-access/legal-rights/) (mn.gov/deaf-hard-of-hearing/communication-access/legal-rights/)

State Services' can also provide consultation and training on providing communication accommodations. You can contact them at 800-657-3663 or dhs.dhhsd@state.mn.us.

I frequently work with [interpreter referral agency or captioning agency name] for my communication access needs. Feel free to contact them, and they can guide you through their process:

[email]

[phone number]

[website]

Please let me know when you have arranged [an interpreter, real-time captions, an assistive listening device], or if you have any questions for me.

Thank you!