

Reasonable Modification Request Form

Iowa Northland Regional Transit Commission (INRTC) Operating as OnBoard Public Transit

This form is for individuals requesting reasonable modifications to policies, practices, or procedures to ensure equitable access to OnBoard Public Transit services in accordance with the Americans with Disabilities Act (ADA) and FTA Circular 4710.1. Please complete the form below with as much detail as possible.

Section 1: Personal Information

- **Name:** _____
- **Address:** _____

- **Phone Number:** _____
- **Email Address:** _____
- **Preferred Method of Contact:**
 Phone Email Mail

Section 2: Description of Disability

- Please provide a brief description of your disability and how it affects your ability to access OnBoard Public Transit services:

Section 3: Reasonable Modification Request

1. Describe the modification you are requesting:

2. Explain why this modification is necessary to access OnBoard Public Transit services:

3. Is this request for a specific trip?

Yes

No

If yes, please provide the following details:

- **Date of Trip:** _____
- **Time of Trip:** _____
- **Pickup Location:** _____
- **Destination:** _____

Section 4: Additional Information

- Are there any supporting documents you wish to include (e.g., medical documentation, letters of support)?

Yes (please attach copies)

No

- Additional comments or details:

Section 5: Signature

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that OnBoard Public Transit may contact me for additional information if needed to evaluate my request.

- **Signature:** _____
- **Date:** _____

Submission Instructions:

Completed forms can be submitted via the following methods:

- **By phone:** [319-233-5213 or 1-800-369-3022]
 - Relay Iowa 711 [Over-the-phone interpreting available]
- **By email:** lsires@inrcog.org
- **In writing:** OnBoard Public Transit
229 E Park Ave
Waterloo, IA 50703

For assistance with completing this form or additional information, please contact:

- **By phone:** [319-233-5213 or 1-800-369-3022]
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229 E Park Ave
Waterloo, IA 50703

Privacy Statement:

All information provided will be kept confidential and used solely to evaluate and process your reasonable modification request.

Office Use Only

- **Date Received:** _____
- **Request ID:** _____
- **Staff Initials:** _____
- **Action Taken:** _____

