

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
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.

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.