



## Instructions

### Request for ADA Inspection Form

***Who can file a request?*** You can file a request if you know or believe that access to a public service, activity, accommodation or facility covered by the Congressional Accountability Act (“CAA”) has been or is being denied to persons with disabilities . If you are the person with a disability who is being denied access, the Office of Compliance will consider your request for inspection as a charge of discrimination under Section 210 of the CAA, which is the section of the CAA that applies the public access provisions (Titles II and III) of the Americans with Disabilities Act (“ADA”) to the legislative branch.

***What public services, programs, activities, accommodations and facilities are covered by the CAA?***

Any public service, program, activity, accommodation or facility provided by the following entities are covered by the CAA: an office of the Senate, including each office of a Senator and each committee; an office of the House of Representatives, including each office of a Member of the House of Representatives and each committee; a joint committee of the Congress; the United States Capitol Police; the Office of Congressional Accessibility Services; the Congressional Budget Office; the Office of the Architect of the Capitol (including the Botanic Garden); the Office of the Attending Physician; and the Office of Compliance. In addition, the following entities are required to comply with Titles II and III of the ADA even though they are not covered by Section 210 of the CAA: the Government Accountability Office, the Government Printing Office and the Library of Congress (see 42 U.S.C. § 12209).

***Can I remain anonymous?*** If you wish to remain anonymous, check the appropriate box on the form. Your name will not be revealed to anyone outside of our agency unless you tell us otherwise. There might be reasons for you to later decide to waive anonymity even though you initially requested it on the form. For example, if you are a person with a disability who is seeking redress for a particular incident where access was denied to you, although you initially requested anonymity, you might later decide to authorize us to reveal your name to the entity who denied you access in order to obtain the relief you are requesting. Again, unless you later authorize us to do so, we will not reveal your name if you request anonymity on this form.

***How do I describe how access is being denied?*** Provide us with as much information as you can about the problems encountered. For example, if you are a person using a wheelchair who was unable to attend a public hearing because the door to the hearing room was too difficult to open, you should check the box indicating that you “encountered problems entering or using a facility, building or other area,” provide the location of the hearing (including the building name, street address and room number) and the time and day of the hearing, and describe “the service, program, activity or accommodation” by identifying the subject of the public hearing and who was conducting it. You should then describe the “problem encountered” as “unable to open hearing room door.” Similarly, if you are a person with a hearing impairment who was unable to participate in that same public hearing because no sign language interpreter was present, you should check the box indicating that you “encountered communication problems” and then provide us with same information about the public hearing and describe the problems encountered as “unable to participate in public hearing because a sign language interpreter was requested but not provided.”

***What is meant by “barriers to access” and how do I know if they continue to exist?*** The phrase “barriers to access” refers to the obstacles or problems encountered by persons with disabilities when they are seeking or attempting to participate in a service, program, activity, or accommodation. For example, stairs are a “barrier to access” to persons using a wheelchair when no alternative means of access is provided (such as a proper ramp or elevator). Similarly, signs without braille are a “barrier to access” to persons who are blind or who have severe visual impairments. Generally, physical barriers will continue to exist until structural changes are made to the facility and therefore you should identify such barriers as continually denying access. Other barriers, such as those related to a failure to reasonably modify services, programs, activities or accommodation to allow participations by a particular individual with a disability, might have been corrected after a complaint was made or might be denying access only occasionally. If you know this to be the case, you should identify the barrier as such.

***What office or offices are responsible for providing access?*** You should answer this question by furnishing the name of the office providing the program, service, activity or accommodation. If the problem encountered is related to a physical barrier existing in a facility, you should also name the office responsible for furnishing, designing and maintaining the facility. If you do not know the name of the responsible office(s), you may leave this section blank and we will determine the responsible office(s) based upon the other information you furnish.

***What if I know the representatives from the offices?*** If you know who is representing the responsible office(s), please provide the name(s) and phone number(s). If you do not know the name(s) of the representative(s), you may leave this section blank.

***What if I told the responsible office(s) about the problems encountered?*** If you have somehow made the responsible office aware of the problems encountered, please answer this question “yes,” identify who you contacted, how you made contact (i.e., in person, or by telephone, email or letter) and describe what information you provided and what information was provided to you.

***What type of contact information do I need to provide?*** You should provide us with the information requested so that we can obtain additional information from you and keep you informed of our findings. If you move or obtain new phone numbers or email addresses, please let us know so that we always know how to reach you.

***Do I need to sign the request?*** Yes. You can either hand sign the printed version of the form or you can type you can electronically sign your name in the signature field of the electronic form

***How do I file a Request for Inspection?*** The completed form should be hand-delivered or sent to the Office of Compliance by fax or e-mail. Mailing the form to the office is discouraged because our incoming mail is delayed by offsite irradiation that can also cause damage to some documents. Also feel free to contact us if you have any questions.

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Washington, DC 20540-1999  
Phone: 202-724-9250  
Fax: 202-426-1663  
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