

## City of Kirkland Document Alternative Format



The City will provide all documents in alternative formats upon request at no charge to the individual for the request.

Requests for materials in alternative formats should include:

- The requestor's name, address, email and telephone number (if any)
- The name or description of the City document or materials to be reformatted
- What type of format is desired? (e.g. Braille, audio recording, computer disk, etc.)

The City will give primary consideration to the requestor's first choice of format, but retains the option to provide another format, if necessary.

Requests can be sent to the ADA Coordinator :

Truc Dever, ADA Coordinator  
Director of Human Resources  
City of Kirkland  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033  
Email: [TDever@kirklandwa.gov](mailto:TDever@kirklandwa.gov)

All requests for alternative formats will be kept on file for at least three years.  
This form is available in alternative formats on our website at [www.kirklandwa.gov](http://www.kirklandwa.gov).