



# Accessibility Exception Request Form

This form is to be used by State Agencies for the purposes of documenting and approving exceptions to the Minnesota State Accessibility Standards, and must be submitted to MN.IT's Office of Accessibility.

## Exceptions Request Process

Use this form when requesting an exception to the Minnesota Accessibility Standards as they apply to any IT product, solution, or electronic content. The Minnesota Accessibility Standards can be found on [MN.IT's Policies and Standards](#) section under "Programs."

The exceptions request process requires completion of the following tasks:

1. Rationale for an exception to the Minnesota Accessibility Standards (see below)
2. Agency Head (Commissioner) or designee has signed off on the form, and
3. Submit documentation and form to MN.IT's Office of Accessibility.

Agencies should retain a copy of approved exception forms. Each agency is responsible for regular reviews and updates to exception documentation as existing technology is modified, eliminated, or replaced.

## Exception Request Profile

Please provide the following **required** information.

<b>Agency:</b>	<b>Department/Division:</b>
<b>Exception category:</b> <input type="checkbox"/> Pre-effective date 9/1/2010 <input type="checkbox"/> Security (state or national security) <input type="checkbox"/> Service Personnel Space (back office) <input type="checkbox"/> Infrastructure Hardware <input type="checkbox"/> Undue Burden <input type="checkbox"/> Emergency Purchase <input type="checkbox"/> Single Source <input type="checkbox"/> Incidental to Contract <input type="checkbox"/> Other (specify)	<b>Type of Electronic Information Technology:</b> <input type="checkbox"/> Hardware product <input type="checkbox"/> Public-facing software application <input type="checkbox"/> Internal-facing software application <input type="checkbox"/> Other type of application <input type="checkbox"/> Electronic documents: MS Office or PDF <input type="checkbox"/> Multimedia: video or podcasts <input type="checkbox"/> Other (specify)

## Rationale

Provide a detailed statement below supporting the agency's rationale for approving an exception to the accessibility standards. Attach additional pages if needed.

**Description of the significant difficulty involved in compliance.**

**Description of the process and methodology used to prepare your statement, including any supporting data or market research to support this request.**

**Description of any impact anticipated to be caused by this exception, and explain how you will provide a reasonable accommodation when necessary.**



## Acknowledgement

Adhering to the State of Minnesota standards on accessibility is a statutory requirement unless an exception applies. Your signature below indicates:

1. you have reviewed the Minnesota Accessibility Standards;
2. you have reviewed the supporting exceptions request documentation; and
3. you are seeking to authorize an exception to this statutory requirement.

This form relates to an exception from the Minnesota Accessibility Standards adopted on September 1, 2010, and **does not provide an exception to other laws including requirements under the ADA regarding reasonable accommodation.**

### *Agency Head signature (required)*

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### *The following three Internal Approval signatures are not required by MN.IT (optional)*

<b>Activity Manager:</b>	<b>Date:</b>
<b>Division Director:</b>	<b>Date:</b>
<b>Assistant Commissioner:</b>	<b>Date:</b>

### *The Office of Accessibility, State of Minnesota Signature (required)*

<b>Chief Information Accessibility Officer:</b>	<b>Date:</b>
<b>Comments:</b>	

## Submit the form

Please email the completed form **in the current WORD format** to the Office of Accessibility at: [jay.wyant@state.mn.us](mailto:jay.wyant@state.mn.us). **Do not convert to PDF except to save a final copy for your files.** Be sure to keep a copy of any exception forms submitted and/or approved.