



Human Resources

EMPLOYEE CONSENT FOR RELEASE AND EXCHANGE OF INFORMATION WITH CERTIFYING PROFESSIONAL

To the UNCW Employee Requesting accommodation(s):

The HR ADA Coordinator in the Office of Human Resources facilitates accommodation requests for employees diagnosed with a disability that substantially limits one or more major life activity. The University has an obligation to confirm employees receiving accommodations have verified disabilities.

To determine eligibility for appropriate accommodations, current and comprehensive documentation of the disability from a licensed professional who is credentialed to perform such evaluation is required.

The HR ADA Coordinator in the Office of Human Resources is committed to ensuring all information regarding an employee is maintained confidentially as required or permitted by law.

I, (Employee Print Name) _____, hereby authorize the release and exchange of the following information to Human Resources at the University of North Carolina Wilmington for the purpose of determining eligibility for workplace accommodations. If additional information is necessary, I give permission for the HR ADA Coordinator to contact the Certifying Professional of this form to discuss my documentation and relevant disability-related information.

I have been given an opportunity to ask questions about this form and to have them answered to my satisfaction. I further understand that relevant information obtained may be shared with my supervisor(s) in my immediate work unit and other University Offices that may be involved in assisting in the development of reasonable accommodations for me to complete my assigned work related responsibilities. This authorization expires four years from the date indicated below. However, I understand that I have the right to revoke this consent in writing at any time.

Employee Signature*

UNCW 850#*

UNCW Email*

Today's Date*

*Note: If the information requested above is left blank or is incomplete, it may delay or prevent the HR ADA Coordinator from contacting you to verify receipt of the documentation and provide next steps for completing the process.