

Self-Identification

1. May contractors create an electronically fillable copy of the form used to invite voluntary self-identification of disability?

Yes, contractors may create an electronically fillable version of the form used to invite self-identification **provided** that form meets certain requirements. The e-form must:

- Display the OMB number and expiration date;
- Contain the text of the form without alteration;
- Use a sans-serif font, such as Calibri or Arial; and
- Use at least 11-pitch for font size (with the exception of the footnote and burden statement, which must be at least 10-pitch in size).

Though it may seem that specifying the size and type of font is unnecessary, OFCCP is doing so to ensure the consistency of appearance, ease of reading, and accessibility of the form. By using the OMB number and date, job applicants and employees know that the form is an officially approved government form.