

## ***Relevant Frequently Asked Questions***

### **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.

### **May contractors provide applicants and employees with a name and other contact information, at the same time they invite voluntary self-identification of disability status, so that the applicants and employees can obtain additional information about reasonable accommodation?**

Yes. Contractors are encouraged to provide additional information about reasonable accommodation at the same time they invite voluntary self-identification of disability. This may include the name and contact information of the official(s) responsible for processing requests for reasonable accommodation from applicants and employees with disabilities, and information about the contractor's reasonable accommodation procedures. Contractors may not alter the content of the OFCCP's voluntary self-identification form, but are encouraged to provide such reasonable accommodation information with the form.