



# How to Request Accessible Employee Parking

Please email Martha Keogh, EEO/ADA Specialist, at Pierce County Human Resources ([martha.keogh@piercecounitywa.gov](mailto:martha.keogh@piercecounitywa.gov)) and include the following information with your request:

- ✓ Specify which County parking lot you are requesting access.
- ✓ Detailed explanation as to why you need accessible parking.
- ✓ Indicate if you get a paid parking spot with your position and the location of that parking spot.
- ✓ Include the name of your supervisor so Human Resources can confirm that you get paid parking with your position.
- ✓ Include in your email your vehicle license number. If request is approved, this number will be provided to the County's Facilities Department so they know who is approved to park in the lot.
- ✓ Attach to your email or fax to Ms. Keogh's attention at 253/798-8558 a copy of your current disabled parking placard.

Upon receipt, Human Resources will review your request and determine your eligibility for accessible parking and notify you of the outcome. If your request is approved, Human Resources will ask the County's Facilities Department to issue you a parking lot access card so you can access the disabled parking spots. Please be advised that disabled parking spots are first come, first served. However, if all the disabled parking spots are taken when you arrive at the lot, you may park in any unassigned parking spots in the lot.

Please contact Ms. Keogh at 253/798-2909 if you have any questions.