

CITY OF BOSTON



Resident Accessible Parking Space Program

APPLICATION INSTRUCTIONS

Thank you for taking the time to read these instructions before submitting your application for a Resident Accessible Parking Space (APS) in front of your home. Following these instructions carefully will help expedite our review process to determine your eligibility in a timely manner.

Please be sure that ALL questions are answered completely. Incomplete applications will be returned to the applicant and delay processing of your Accessible Parking Space application.

***** IMPORTANT *****

The supporting documents listed below must be included with your application:

- Copy of Vehicle Registration showing address that matches applicant's residence
- Copy of Disabled Parking Placard clearly showing photo, ID #, and expiration date
- Copy of Driver's MA Driver's License showing photo and expiration date
- MD Prescriptions for medically necessary mobility devices (cane, wheelchair, etc.)
- Medical Section signed by your doctor and dated within 30 days of the application
- Completed application signed and dated by applicant and stamped by Notary Public

All your information should be printed clearly and legibly, including the Medical Documentation Section completed by your doctor. Our office does not have any physicians on staff to evaluate applicants' disabilities. We rely on your doctor's assessment of your qualifications, so please do not send us any medical records, test results, x-rays, or photographs of your physical condition.

Applications may take up to 4 to 6 weeks to process, depending on various circumstances and conditions. You will be notified by mail of approval or denial. All denials may be appealed by writing to the Disability Commissioner with more detailed information, including additional supporting medical documentation and / or photographs of inaccessible driveways or letters from landlords stating that applicant is not allowed to park in the driveway on the property.

***** Keep a copy of your completed application & supporting documents for your records *****

RETURN COMPLETED APPLICATIONS TO:

Mayor's Commission for Persons with Disabilities
Boston City Hall, One City Hall Square – Room 967, Boston, MA 02210
Fax: 617-635-2726 Email: disability@cityofboston.gov