

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

## Division of Fish and Wildlife

625 Broadway, 5th Floor, Albany, NY 12233-4750

P: (518) 402-8924 | F: (518) 402-8925

[www.dec.ny.gov](http://www.dec.ny.gov)

## Request for a Reasonable Accommodation to Use an Unmodified Crossbow During the Regular Bow Season

A reasonable accommodation under the Americans with Disabilities Act (ADA) may be requested by individuals with disabilities whose needs are not met by the Modified Longbow authorization or Modified Crossbow Special Permit (<https://www.dec.ny.gov/permits/30419.html>). Certification of disability by a licensed physician is required for a reasonable accommodation for unmodified crossbow use to be granted. Your physician must certify that: "The individual is incapable of holding a bow or operating a mechanical device attached to a legal longbow for drawing, holding, and releasing a bowstring due to a physical disability."

### To request an ADA Reasonable Accommodation to use an unmodified crossbow:

1. You must have a **NY.gov account** with a current email address. If you do not have an account, you can create one at <https://my.ny.gov/>.
  - a. Click the "Create an Account" button and then follow the instructions.
  - b. Please choose the "Personal" option when creating an account (even if you are a business). Responses to the challenge questions must be at least 4 characters long.
  - c. After creating a NY.gov account, return to these instructions and complete the remaining steps.
  - d. To update your email address in NY.gov follow the steps outlined at the bottom of this page.
2. **Application Part 1:** Complete Reasonable Accommodation form at [https://nform-prod.dec.ny.gov/?FormTag=SLS\\_RACROSSBOW](https://nform-prod.dec.ny.gov/?FormTag=SLS_RACROSSBOW)
  - a. After completing and submitting the online Application Part 1 via nForm, DEC will send you an email with a link to a **signature form** document. Please print this document, sign it, and then have your physician complete the **PHYSICIAN CERTIFICATION section**.
3. **Application Part 2:** email a scan or photo of your signature form to [SpecialLicenses@dec.ny.gov](mailto:SpecialLicenses@dec.ny.gov). In the Subject line, please include "RA Crossbow" and your **Submission ID** from the top of your signature form.

DEC's Special Licenses Unit will review your application for completeness as quickly as possible. **Please allow up to 45 days for processing.** When your application is processed, DEC will send you an email with a link to your **authorization form**. You must print this authorization form and carry it with you while hunting.

Please contact [SpecialLicenses@dec.ny.gov](mailto:SpecialLicenses@dec.ny.gov) if you cannot submit your application electronically.

### To change your NY.gov email address:

1. Click 'Sign Out' to exit your nForm account
2. Go to <https://my.ny.gov>
3. Sign in
4. Click "Update My Account"
5. Update your email address
6. Click "Modify Account"
7. Click "Confirm"
8. Click "OK"
9. Go to <https://nform-prod.dec.ny.gov> to sync with your nForm application.



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