



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Compliance Division/Architectural Barriers

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REGISTERED ACCESSIBILITY SPECIALIST BULLETIN

RAS Bulletin 016
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RE: Forms (Imaged)
RAS Procedure IV.A

Forms received by the Department from a RAS, including, but not limited, Project Status Update forms, are imaged (photographed) by an independent contractor and become part of the agency's permanent digital record.

In order to address illegible, conflicting, and/or incomplete imaged documentation and to ensure that forms received by the Department from a RAS are ready for processing; all forms referenced in RAS Procedure IV.A shall adhere to the following minimum requirements:

- Project Number Include the eight digit EABPRJ # (ex: A4000111)
- Dates Do not circle or otherwise emphasize any date(s)
- Paper Do not use colored paper
- Highlighting Do not use yellow or any other color of highlighter
- Ink Use black or blue ink only

Forms that do not satisfy the referenced criteria will not be processed and may be returned to the RAS for correction.

Frank S. Denton, Chair – Conroe, Texas

LuAnn Morgan – Midland, Texas

Mike Arismendez – Shallowater, Texas

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Fred Moses – Plano, Texas

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