

**Mail:**  
 Chief of Staff/ADR Services  
 National Mediation Board  
 Suite 250E  
 1301 K Street, NW  
 Washington, DC 20005

**Fax:** ADR Services 202-692-5084

**Email:** ADR@nmb.gov

**Phone:** 202.692.5030



## Application for ADR Services

### PARTIES REQUESTING SERVICE:

Carrier Name		Organization Name	
L. R. Official/Title		Organization Official/Title	
Address		Address	
City, State & Zip Code		City, State & Zip Code	
Telephone		Telephone	
Fax		Fax	
Email		Email	
Signature of Carrier Official/ Representative		Signature of Organization Official/ Representative	
Date		Date	

1. Each party should fill in the above information in full for their company/organization and fill in the name of the company/organization contact person and phone number of the other party.
2. We need to receive an application from each party with a signature before services are scheduled.
3. Select the type of ADR service(s) below by placing a ✓ in the appropriate box. Click on the name for a description.

### TYPE OF ADR SERVICE REQUESTED:

	Facilitation Services
	Grievance Mediation Services
	Grievance Mediation Training
	Interest Based Bargaining (IBB) Training
	On-Line Dispute Resolution (ODR) Training
	Preparation for Mediation Training
	Other: (describe)

<b>Class or Craft:</b>	<b>Number of Employees:</b>
<b>Number of Participants (Training Only):</b>	

**Instructions:**

1. ADR services are voluntary; both parties must be interested in participating before services are scheduled.
2. Complete application in full.
3. Mail or Fax to ADR Services. (*See address and fax number above.*)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is 3140-0002. The time required to complete this information collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.