

**Mail:**  
 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/<br>Representative |  | Signature of Organization Official/<br>Representative |  |
| Date   |  | Date  |  |

1. Fully complete the above information for your company/organization and also the name, phone number, and company/organization of the other party.
2. The NMB requires 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.

### 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. Fax, E-mail, or Mail to ADR Services. *(See e-mail address, fax number and mailing address 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.