

# ND STATE FORMS REVIEW AND ACCESSIBILITY FAQS

## When do I send my form to NDIT for review?

- Meets definition of a form ([NDCC 54-44.6](#)) and any of the following:
  - New form, internal or external
  - Existing forms with major changes
  - NDIT needs to post it to state [eForms](#) website

## What does NDIT look for with PDF forms?

- Title block details
- Box format (field label in upper left with fillable area below label/caption with border around both)
- Privacy Act Statement included if collecting SSN
- For all new forms, and for existing forms with major changes:
  - Layout (entire section changes, logical flow, vertical alignment of fields, etc.)

## When do I make my PDF form accessible?

- Public facing (on an external website): both new and existing forms
- Posted to eForms: all forms must be accessible as this is a public (nd.gov) website

## What is different when designing for ADA compliance?

- Compliant forms will use two layers of standards:
  - State Forms Design standards (for all forms)
  - ADA standards (federal requirement built on state standards – larger fonts, etc.)
- Overall design/layout does not change:
  - Achieve accessibility compliance while maintaining as much adherence to original design standards as possible

## Will NDIT remediate forms or review for WCAG 2.1 (ADA) adherence?

- NDIT Records Management **will not** be reviewing new or existing forms for ADA compliance or remediating existing forms.
- Agencies are responsible for ensuring their PDF forms are compliant. NDIT will review standard elements of design only (above).
- Forms that are required to be accessible need to be made so **prior to submitting** to NDIT for review or to post to eForms.