

**MAINE DEPARTMENT OF CORRECTIONS
REQUEST FOR RELIGIOUS ACCOMMODATION**

To request a religious accommodation, submit the completed form to the facility Chaplain, or other designated staff. Supplemental materials and additional pages may be attached. Please do not send originals of supplemental materials as the Department will not photocopy or return materials. Because of the necessary level of review, the process may require up to 120 days for completion.

Please check as applicable and complete the appropriate section(s) below:

- Request for New Religion: Complete Sections 1, 2, and 3**
- Request for Personal and/or Group Religious Item(s): Complete Section 2**
- Request for Religious Activity(s) Section 3: Complete Section 3**

I have read and understand Department Policy 24.3, Religious Services. My religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. I understand that the accommodation requested may not be granted or may only be granted in part. I understand that the Maine Department of Corrections may need to obtain supporting documentation regarding my religious practice and beliefs to further evaluate my request for a religious accommodation.

Prisoner Name (Printed)

MDOC #

Date

Prisoner Signature

Chaplain, or other designated staff, Name (Printed)

Date Received

Chaplain, or other designated staff, Signature

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Section 1: Request to Allow a New Religion to be Practiced Within the Department's Adult Facilities

1. Name of the religion: _____
2. Number of other prisoners who are anticipated to practice this religion, if allowed: _____
3. Major beliefs of this religion: _____

4. The name of the primary religious text(s) of this religion: _____

5. The nearest municipality and state in which this religion is practiced and the name of the group or organization practicing this religion: _____

Section 2: Request for Personal and/or Group Religious Item(s)

1. Name of religion: _____
2. Personal religious item(s) requested: _____

3. Explain if the religious item(s) are necessary to a religious belief or practice or why the item is desired: _____

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4. Group religious item(s) requested: _____

5. Explain if the religious item(s) are necessary to a religious belief or practice or why the item is desired: _____

6. Sources from which these items can be acquired: _____

Section 3: Request for Religious Activity(s)

1. Name of the religion: _____

2. Individual activities (e.g., fasting on certain days, praying a certain number of times per day or week, etc.): _____

3. Group activities (e.g., group religious/worship service on a certain day of the week, etc.): _____

4. Religious Holy Days (include rituals, if any): _____

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5. Selected religious feast (one only per calendar year) (include date and any special food item):

6. Religious dietary practices (e.g., not allowed to eat pork, etc.):

Recommendation of the Department Faith Review Committee:

Approve Deny in whole Deny in part (specify)

Printed Name of the Chair, or designee

Date

Signature of the Chair, or designee

Decision of Commissioner, or designee:

Approved Denied in whole Denied in part (specify)

Printed Name of Commissioner, or designee

Date

Signature of Commissioner, or designee