

**When should I use these procedures?** Follow these procedures if a Perkins Braille assigned to your student is damaged or malfunctioning and needs to be repaired.

**STEPS:**

1. **Complete the Perkins Braille Repair Form and email it to [iimc@chicagolighthouse.org](mailto:iimc@chicagolighthouse.org).**
2. **Pack each Perkins Braille in its original packaging.**
3. **Enclose one printed copy of the Perkins Braille Repair Form with each Perkins Braille being sent to the IIMC.**
4. **Ship the broken Perkins Brailles to the IIMC, noting: "BRAILLER REPAIR" on the box exterior.** NOTE: you may use Free Matter For the Blind shipping labels. *Please contact the IIMC for printable label templates.*
5. (optional) **IF YOU NEED REPLACEMENT BRAILLERS:** Please submit a Tangible Aid Order Form, noting: "Replacement for broken Braille, s/n: 1234" on the line item description.

QUESTIONS? Please contact:

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