## **Conklin Davis Center for the Visually Impaired**

Discrimination Complaint Form

Section I:					
Name:					
Address:					
Telephone (Home): Teleph		Telephone (	ne (Work):		
Electronic Mail Address:					
Accessible Format	Large Print		Audio Tape		
Requirements?	TDD		Other		
Section II:					
Are you filing this complaint on your own behalf?			Yes*	No	
*If you answered "yes" to this question, go to Section III.					
If not, please supply the name a	and relationship of the perso	n for whom			
you are complaining:					
Please explain why you have file	ed for a third party:				
Please confirm that you have obtained the permission of the aggrieved			Yes	No	
party if you are filing on behalf of a third party.					
Section III:					
I believe the discrimination I experienced was based on (check all that apply):					
[]Race []Co	blor	[] National Origin [] Age			
[]Disability []Fa	amily or Religious Status	[ ] Other (explain)			
Date of Alleged Discrimination (Month, Day, Year):					
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.					
Section IV					
Have you previously filed a Title	e VI complaint with this agen	cy?	Yes	No	

Section V					
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?					
[ ] Yes	[]No				
If yes, check all that apply:					
[] Federal Agency:					
[ ] Federal Court	[ ] State Agency				
[] State Court	[ ] Local Agency				
Please provide information about a contact person at the agency/court where the complaint was filed.					
Name:					
Title:					
Agency:					
Address:					
Telephone:					
Section VI					
Name of agency complaint is against:					
Contact person:					
Title:					
Telephone number:					

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date required below:

Signature

Date