

Title VI Complaint Form

If you believe that you have been discriminated against because of your race, color, or national origin (including limited English proficiency), by agency programs or activities, you may file a formal complaint by completing this form and send by e-mail to _____, or send by postal mail to:

Agency Use Only	
Received	____/____/____
Response	____/____/____
Report	____/____/____
Briefing	____/____/____

Your Name:				Your Phone:	
Best time of day to contact you about this complaint:				Your Email Address	
7am – 10am	10am – 1pm	1pm – 4pm	4pm – 7pm		
Your Mailing Address (Street/PO Box, City, State, Zip)					
What was the alleged discrimination based on? Select all applicable:				Date of alleged incident	
Race	Color	National Origin (Including Limited English Proficiency)			
Agency or person(s) responsible for the alleged discrimination.					
Name		City	State	Zip Code	Phone number

Title VI Complaint Form

Describe the alleged discrimination. Please explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Please attach any supporting documents to this form.

[Empty text area for describing the alleged discrimination]

PLEASE COMPLETE PAGE 3 OF THIS FORM

Title VI Complaint Form

ADDITIONAL INFORMATION

What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

List any other persons that we should contact for additional information in support of your complaint. Please include their phone numbers, addresses, email addresses, etc.

Name	City	State	Zip Code	Email	Phone number

List any other agencies with whom you have filed this same complaint:

Name	State

Signature (REQUIRED)	Date:
----------------------	-------

Title VI Complaint Form

Title VI Complaint Procedures

If you believe that you have been discriminated against because of your race, color, or national origin, then you have the right to file a formal complaint with Washington State Department of Transportation within 180 days of the alleged incident.

HOW TO FILE A COMPLAINT

1. Complete the Title VI Complaint Form, answering every question.
2. Submit the **signed** complaint to:
 -
 - or email to:

A notice acknowledging receipt will be provided within 10 working days. The complaint will then be forwarded to the federal funding agency through Washington State Department of Transportation-Office of Equal Opportunity.

The federal funding agency is responsible for all decisions regarding whether a complaint should be accepted and investigated, dismissed, or referred to another agency. When the federal funding agency decides whether to accept, dismiss, or transfer the complaint, it will notify the complainant and the other agencies (as appropriate) as to the status of the complaint.

These procedures do not deny you the right to file a formal complaint directly with the federal funding agencies or seek private counsel for complaints alleging discrimination. Federal law prohibits intimidation or retaliation against you of any kind.

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended and the Civil Rights Restoration Act of 1987, relating to any program, service, or activity administered by _____ as well as its sub-recipients, consultants, and contractors.