

YOUR AGENCY'S NAME HERE

SAMPLE FORM

CIVIL RIGHTS COMPLAINT FORM

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

Complaints should be mailed to: **Office of Adjudication
U.S. Department of Agriculture
1400 Independence Avenue
Washington DC 20250-9410**

- 1 Person filing complaint:
Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone Number: Home: () _____ Work: () _____
- 2 Person(s) discriminated against, if different from above:
Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone Number: Home: () _____ Work: () _____
- 3 Agency and department or program that discriminated:
Agency Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Individual's name, if known: _____
- 4 Discrimination based on:
_____ Race _____ Color _____ National Origin _____ Disability
_____ Sex _____ Age

5 Nature of complaint. Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. (You may use the back of this form if you need more space.)

6 Date(s) when discrimination took place: _____
If continuing, the duration of such action: _____

7 Persons who may have knowledge of the discriminatory action:

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone Number: Home: () _____ Work: () _____

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone Number: Home: () _____ Work: () _____

“In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 866-632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

For Office Use Only:	Date complaint Received: _____
Date forwarded to the USDA: _____	
By: _____ Recipient Agency - Name: _____	
_____ State Agency - Name: _____	
Notes:	

