



## TITLE VI COMPLAINT FORM

### Section I

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Electronic Mail Address: \_\_\_\_\_

Accessible Format Requirements?

Large Print \_\_\_\_\_ Audio tape \_\_\_\_\_

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 and relationship of the person for whom you are complaining:

\_\_\_\_\_

Please explain why you have filed for a third party. \_\_\_\_\_

\_\_\_\_\_

If you are filing on behalf of a third party, have you have obtained the permission of the aggrieved party?

Yes \_\_\_\_\_ No \_\_\_\_\_

### Section III

Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please list:

Federal agency\_\_\_\_\_

State Agency\_\_\_\_\_

Local Agency\_\_\_\_\_

Federal Court\_\_\_\_\_

Have you filed a lawsuit regarding this complaint? Yes\_\_\_\_\_ No\_\_\_\_\_

If you answered “yes” to either of the two previous questions, please provide a copy of the complaint form or lawsuit.

**[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court, and The Arc of Northern Virginia will not take action.]**

Name of office or department you believe discriminated against you:

Office or Department\_\_\_\_\_

Name of Individual (if applicable)\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip code\_\_\_\_\_

Telephone\_\_\_\_\_

Basis(es) for complaint, check all that apply:

Race  Color  National Origin

**On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.**

Please sign here: \_\_\_\_\_ Date: \_\_\_\_\_

[Note - We cannot accept your complaint without a signature.]

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**You may attach any written materials or other information that you think is relevant to your complaint.**

**Please mail your completed form to: Title VI Officer, The Arc of Northern Virginia, 2755 Hartland Road - Suite 200, Falls Church, VA 22043**

Any individual, group of individuals, or entity that believes he/she, they, or it have been subjected to discrimination prohibited by Title VI may file a formal complaint with The Arc of Northern Virginia's Title VI Officer by completing and signing this Title VI Complaint Form. A formal complaint must be submitted in writing within 180 calendar days from the date of the alleged occurrence or when the alleged discrimination became known to the complainant. Complaints should be mailed Title VI Officer, The Arc of Northern Virginia, 2755 Hartland Road - Suite 200, Falls Church, VA 22043.

The Arc of Northern Virginia will acknowledge receipt of the complaint within 5 business days and determine if it accepts the complaint for investigation. Once accepted, The Arc of Northern Virginia will notify the parties within 5 calendar days. The Arc of Northern Virginia then has 40 calendar days to investigate the complaint. The investigation will be forwarded to the appropriate state agency within 60 calendar days of the acceptance of the complaint. Refer to The Arc of Northern Virginia's Nondiscrimination Complaint Procedures for additional information.

A person may also file a complaint directly with the appropriate state agency or the Federal Transit Administration at the following:

Civil Rights Division Administrator  
Virginia Department of Transportation  
Civil Rights Division  
1401 E. Broad St.  
Richmond, VA 23219  
Telephone: (804) 786-2085  
Toll free: (888) 508-3737  
(TTY/TDD 711)

OR:

Federal Transit Administration:

FTA Office of Civil Rights  
Attention: Complaint Team  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

OR:

U.S. Department of Transportation  
Federal Highway Administration  
Virginia Division  
Office of Civil Rights  
400 N. 8th St., Suite 750  
Richmond, VA 23219