

APPENDIX B



TITLE VI COMPLAINT FORM

Before filling out this form, please read the Butte Regional Transit Title VI Complaint Procedures located on our website or by visiting our office.

The following information is necessary to assist us in processing your complaint. If you require assistance in completing this form, please call the number below. Complaints must be filed within 180 calendar days after the date alleged discrimination occurred.

Mailing address: 326 Huss Drive, Suite 150, Chico, CA 95928
Telephone: 530-809-4616 Fax: 530-879-2444

Section I:

Complainant's Name:

Address:

City: State: Zip Code:

Telephone Number (Home): Other:

Email address:

Accessible format requirements?

Large Print	<input type="checkbox"/>	Audio Tape	<input type="checkbox"/>
TDD	<input type="checkbox"/>	Other	<input type="checkbox"/>

Section II:

Are you filing this complaint on your own behalf? Yes: No:

*If this is on your own behalf, please skip to Section III.

Person discriminated against (if someone other than complainant):

Name:

Address:

City:

State:

Zip Code:

Relationship with of the person for whom you are reporting:

Please confirm you've obtained the permission of this party to file this complaint:

Please explain why you are filing for a third party?

Section III:

Date of alleged discrimination:

Which of the following best describes the reason you believe the discrimination took place?

Was it because of your: Race/Color: National Origin:

Have you previously filed a complaint with **this** agency? Yes: No:

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 each box that applies:

Federal Transit Administration Dept of Transportation Dept of Justice
EEOC

Other:

Have you filed a lawsuit regarding this complaint: Yes No

Please provide information for a contact person at the agency/court where the complaint has already been filed:

Name:

Title:

Agency:

Address:

Telephone:

Note: If litigation is pending regarding the same issues, we defer to the decision of the court.

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of the allegations. Please also provide any other documentation that is relevant to this complaint.

Complainant's Signature:

Date: