

**U.S. Department of Justice**

Civil Rights Division

*Disability Rights Section*

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OMB Control No. 1190-0009. Form Expiration Date: September 30, 2021

**Americans with Disabilities Act Discrimination Complaint Form**

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address on page 3.

Complainant:

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Address:

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City, State and Zip Code:

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Telephone: Home:

Business:

Person Discriminated Against:

(if other than the complainant)

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Address:

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City, State, and Zip Code:

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Telephone: Home:

Business:

Government, or organization, or institution which you believe has discriminated:

Name:

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Address:

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County:

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City:

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State and Zip Code:

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Telephone Number:

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When did the discrimination occur? Date:

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Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (use space on page 3 if necessary):

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Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

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

If yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

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

If yes:

Agency or Court:

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Contact Person:

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Address:

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City, State, and Zip Code:

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Telephone Number:

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Date Filed:

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Do you intend to file with another agency or court?

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

Agency or Court:

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Address:

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City, State and Zip Code:

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Telephone Number:

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Additional space for answers:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To file an ADA complaint by mail, send this completed form to:

U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section  
Washington, D.C. 20530

To file an ADA complaint by facsimile, fax this completed form to: (202) 307-1197

**Paperwork Reduction Act Statement**

This request is in accordance with the Paperwork Reduction Act of 1995, 44 U.S.C. § 3507. This information collection is for the purpose of allowing the Department of Justice’s Disability Rights Section (DRS) to engage in authorized civil rights compliance and enforcement activities. Providing the information is voluntary, except that failure to provide such information may result in DRS being unable to process your complaint. The estimated average burden associated with this collection is 45 minutes per response, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden may be sent to DRS by email at: DRS.PRA@crt.usdoj.gov. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Privacy Act Statement**

The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12131-12134, and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, authorize the solicitation of the information for this form. Providing the information is voluntary, except that failure to provide such information may result in the Department of Justice’s Disability Rights Section (DRS) being unable to process your complaint. The principal purpose of collecting information from you is for DRS’s authorized civil rights compliance and enforcement activities. DRS will not disclose your name or other identifying information about you unless it is necessary for

enforcement activities against an entity alleged to have violated federal law, required to be disclosed under the Freedom of Information Act, 5 U.S.C. § 552, disclosure is permitted pursuant to the Privacy Act, or is otherwise required by law. The records that you provide to DRS may be disclosed in accordance with the provisions of the Privacy Act, including: to appropriate Federal, State, or local agencies; Members of Congress or staff; volunteer student workers within the Department of Justice so that they may perform their duties; the news media and the public pursuant to 28 C.F.R. § 50.2, unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy; the National Archives and Records Administration and General Services Administration to perform records management inspection functions in accordance with their legal responsibilities, or; for other routine uses indicated in the JUSTICE/CRT-001 “Central Civil Rights Division Index File and Associated Records” system of records notice. To view the routine uses applicable to this system of records, please consult the system of records notice, as amended, at the following links:

68 Fed. Reg. 47610 ,611 at <https://www.gpo.gov/fdsys/pkg/FR-2003-08-11/pdf/03-20342.pdf>

70 Fed. Reg. 43904 at <https://www.gpo.gov/fdsys/pkg/FR-2005-07-29/pdf/05-14944.pdf>

82 Fed. Reg. 24147 at <https://www.gpo.gov/fdsys/pkg/FR-2017-05-25/pdf/2017-10780.pdf>

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