

**City of Columbia**

**DISCRIMINATION COMPLAINT FORM**

Last Name	First Name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address	City/State	Zip
Home Telephone	Other Telephone	E-mail Address
Type of Discrimination <input type="checkbox"/> <b>Race</b> <input type="checkbox"/> <b>Color</b> <input type="checkbox"/> <b>National Origin</b>		
Race/Ethnicity of Complainant <input type="checkbox"/> <b>Black</b> <input type="checkbox"/> <b>White</b> <input type="checkbox"/> <b>Hispanic</b> <input type="checkbox"/> <b>Asian</b> <input type="checkbox"/> <b>American Indian</b> <input type="checkbox"/> <b>Alaska Native</b> <input type="checkbox"/> <b>Pacific Islander</b> <input type="checkbox"/> <b>Other</b> _____		
How were you discriminated against? Please explain your complaint as clearly as possible. Include how other persons were treated differently. Use additional sheet(s), if necessary. Attach supporting documents if available.		
Date and place of the alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date(s) of discrimination.		
The law prohibits intimidation or retaliation against anyone because they have either taken action, or participated in action, to secure rights protected by the laws. <b>If you feel that, you have been retaliated against, separate from the discrimination alleged above,</b> please explain the circumstances below. Describe the action you took which you believe was the cause for the alleged retaliation.		
Name(s) of individual(s) responsible for the discriminatory action(s).		

Name(s) of person(s) who may be contacted for additional information to support or clarify your complaint. (Attach additional sheets, if necessary).

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1.			
2.			
3.			
4.			

What action(s) have you or your representative done to attempt to resolve this complaint? Please include filing dates or other dates as applicable.

<u>Action</u>	<u>Date</u>
<input type="checkbox"/> Filed with the Federal Highway Administration _____	
<input type="checkbox"/> Filed with the U.S. Department of Transportation _____	
<input type="checkbox"/> Filed with Federal Transit Administration _____	
<input type="checkbox"/> Filed with another Federal agency _____	
<input type="checkbox"/> Filed in Federal Court _____	
<input type="checkbox"/> Other action _____	

Please provide any additional information you feel would be helpful in investigating this matter.

Briefly explain what action you are seeking.

\_\_\_\_\_  
**Complainant's Signature**

\_\_\_\_\_  
**Date**

Mail Complaint Form To: City of Columbia  
Office of Business Opportunities  
1401 Main Street, 4<sup>th</sup> Floor  
Columbia, South Carolina 29201

**For Official Use Only**

Date Complaint Received: \_\_\_\_\_

Referred to: \_\_\_\_\_ Date Referred: \_\_\_\_\_