



NOTICE

Enclosed is the Civil Rights Division complaint questionnaire. Also included is information regarding your rights and explaining the Civil Rights complaint process. Please read this information carefully before filling out the questionnaire. Complete all blanks on the questionnaire and return it to our office immediately.

Returning your questionnaire is only one step in the complaint process. Your questionnaire will be assigned to an intake officer who will review it to draft a formal complaint of discrimination if the basis for filing the complaint is covered by the division. If we have jurisdiction over your allegations, we will prepare a complaint for your review and notarization. We will inform you in writing if we do not have jurisdiction or require more information.

If the complaint includes allegations of discrimination on the basis of reporting health/safety hazards, you must return the questionnaire immediately. The complaint must be drafted, notarized and returned to a Bureau office no later than 90 days from the date you were discriminated against.

Sincerely,

INTAKE OFFICE CIVIL RIGHTS DIVISION

Enclosures

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