

5.	Have you ever attempted to resolve this complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered "Yes", at what level:
A.	Have you been provided with a final decision at the local level regarding your complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date of final decision if applicable: _____
B.	Have 90 days elapsed since you filed or attempted to file your complaint at the local level? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date you filed or attempted to file your complaint at this level: _____
6.	Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.
	For Agency Use Only:
	Date of complaint: _____ Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No Case Number: _____
	Processed by: _____
7.	Why do you believe these events occurred?
8.	What other information do you think is relevant to our investigation?
9.	If this complaint is resolved to your satisfaction, what remedies do you seek?
10.	Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:
<div style="display: flex; justify-content: space-between; border-top: 1px solid black;"> Signature (not valid unless signed) _____ Date _____ </div>	

Notice About Investigatory Uses Of Personal Information

Two Federal laws govern personal information to Federal agencies, including the Civil Rights Center (CRC): the Privacy Act of 1974 (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552) or "FOIA". Please read this description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

The PRIVACY ACT protects individuals from misuse of personal information held by the State or Federal government. The law applies to records that are kept and can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to the State of Oregon or the CRC in connection with a discrimination complaint should know the following:

- State of Oregon or CRC has been authorized to investigate complaints of discrimination on the basis of race, color, national origin, age, and handicap, and in some programs on the basis of sex, religion, citizenship, and political affiliation or belief, in programs that receive Federal funds through the State of Oregon. State of Oregon or CRC is also authorized to conduct reviews of federally funded programs to assess their compliance with civil rights law.
- Information that State of Oregon or CRC collects is analyzed by authorized personnel within State of Oregon or CRC. This information may include personnel or program participant records, and other personal information. State of Oregon or CRC staff may want to reveal some of the personal information to individuals outside the office in order to verify facts related to the complaint, or to discover new facts which will help State of Oregon or CRC determine whether the law has been violated. Such information could include, for example, the physical condition or age of a complainant. State of Oregon and CRC may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to State of Oregon or CRC may also be revealed to persons outside of State of Oregon or CRC because it is necessary in order to complete enforcement proceedings against a program that State of Oregon or CRC finds to have violated the law or regulations. Such information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. State of Oregon or CRC requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. State of Oregon or CRC will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information to State of Oregon or CRC, and no action will be taken against a person who denies State of Oregon or CRC's request for personal information. However, if State of Oregon or CRC cannot obtain the information needed to fully investigate the allegations in the complaint, State of Oregon or CRC may close the case.
- Any person may ask for, and receive, copies of all personal materials State of Oregon or CRC keeps in his or her file for investigatory use.

AS POLICY, STATE OF OREGON OR CRC DOES NOT REVEAL NAMES AND OTHER IDENTIFYING INFORMATION ABOUT INDIVIDUALS UNLESS IT IS NECESSARY TO COMPLETE INVESTIGATION OR ENFORCEMENT ACTIVITIES AGAINST A PROGRAM WHICH HAS VIOLATED THE LAW. State of Oregon or CRC never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave State of Oregon or CRC written permission to do so.

The FREEDOM OF INFORMATION ACT (FOIA) gives the public maximum access to Federal government files and records. Persons can request, and receive, information from many types of records kept to the Government—not just materials that apply to them personally. The Civil Rights Center must honor most requests for information submitted under FOIA, but there are exceptions.

- State of Oregon or CRC is usually not required to release information during an investigation or an enforcement proceeding if that release would limit State of Oregon or CRC's ability to do its job effectively; and
- State of Oregon or CRC can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

PLEASE READ AND SIGN SECTION A OR SECTION B OF THE CONSENT FORM, PRINTED ON THE BACK OF THIS NOTICE, AND RETURN IT TO THE STATE OF OREGON OR CRC WITH YOUR SIGNED, COMPLETED COMPLAINT INFORMATION FORM, IF YOU HAVE NOT ALREADY DONE SO.

Consent Form

I have read the Notice about investigatory Uses of Personal Information, printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom Act, which apply to personal information I reveal to the State of Oregon or Civil Rights Center (CRC) in connection with my complaint:

- In the course of investigating my complaint, State of Oregon or CRC may have to reveal my identity to staff of the program named in my complaint in order to obtain facts and evidence regarding my complaint;
- I do not have to reveal any personal information to State of Oregon or CRC, but State of Oregon or CRC may close my complaint if I refuse to reveal information needed to fully investigate my complaint;
- I may request and receive a copy of any personal information State of Oregon or CRC keeps in my complaint file for investigatory uses; and
- Under certain conditions, CRC may be required by the Freedom Information Act to reveal to others personal information I have provided in connection with my complaint.

<input type="checkbox"/> Section A	YES, STATE OF OREGON OR CRC MAY DISCLOSE MY IDENTITY IF NECESSARY TO INVESTIGATE MY COMPLAINT. I have read and understand the notice, and I consent for State of Oregon or CRC to process my complaint. _____ Signature Date
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<input type="checkbox"/> Section B	NO, STATE OF OREGON OR CRC MAY NOT DISCLOSE MY IDENTITY, EVEN IT NECESSARY TO PROCESS MY COMPLAINT. I have read and understand the notice, and I do not consent for State of Oregon or CRC to disclose my identity during investigation of my complaint. I request that State of Oregon or CRC process my complaint; however, I understand that State of Oregon or CRC may cancel my complaint if it cannot fully investigate with disclosing my identity. I also understand that State of Oregon or CRC may close my complaint if it cannot begin an investigation because I have not consented for State of Oregon or CRC to reveal my identity. _____ Signature Date
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WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact your local WorkSource Oregon Center for assistance.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con el Centro WorkSource Oregon más cercano a su área.