



INSTRUCTIONS
ON
HOW TO FILE A DISCRIMINATION COMPLAINT
WITH THE
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

Do you think your rights were violated and that you have been discriminated against by the State of Alaska, Department of Transportation & Public Facilities?

How to file a complaint:

Complaint must be in writing
Signed by the person complaining
Can be in your native language

- 1. WHEN** You must file within **180 working days** of any of the following events:
 - a) When the act occurred
 - b) When you found out about it
 - c) If suspected discrimination was ongoing,
 - i. Date of last event, or
 - ii. When behavior stopped
- 2. We will send you a form within 5 working days of getting your complaint.**
- 3. We will need the following information on the form:**
 - a) Name, address, phone number, and email (if available).
 - b) Name and address of person or organization who you suspect committed discrimination.
 - c) Basis on complaint: a) race b) color or c) national origin.
 - d) Date(s) of suspected discriminatory acts in complaint.
 - e) Facts of Complaint: How, Why, Where.
 - f) Names of other agencies, local, state or federal, where a complaint was filed.

You must return the completed form within 15 working days.

4. Send information

TO: The Civil Rights Office, Department of Transportation & Public Facilities
The State of Alaska
P.O. Box 196900
Anchorage, Alaska 99519-6900
Phone: 907-269-0851
1-800-770-6236 Alaska only
TTY: Contact Relay Alaska 7-1-1
FAX: 907-269-0847
E-mail:

and/or

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-314
Washington, DC 20590

Department of Justice
Civil Rights Division
Coordination and Review Section-NWB
950 Pennsylvania Avenue, NW
Washington, DC 20530

- ✓ **COMPLAINT MUST BE IN WRITING.**
- ✓ **THE PERSON MAKING THE COMPLAINT MUST SIGN IT.**

- ✓ **NOTE: If you are filing this for someone else, explain why. You must also have the person's permission.**

Within 5 days of receiving your answers, The Civil Rights Office will let you know they have been received.

INVESTIGATION The Title VI Specialist, trained in investigations, will conduct an investigation.

DECISION You will be advised of the resolution to the complaint within 45 days.

Other complaints: You can also file a complaint with:

Federal Transit Administration, Office of Civil Rights
Chief, Investigations & Adjudication
400 7th Street, SWW
Room 4132
Washington, DC 20590