

Title VI Civil Rights Complaint Form

Instructions: To Submit a Title VI complaint to City of Loveland, please print and complete the following form, sign and return to: City of Loveland, Title VI Coordinator, 500 East Third Street, Loveland, CO 80537. For additional information or questions, please contact our Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372.

Section I

Name: _____

Address: _____

Phone numbers:

Home _____

Work _____

E-mail _____

Accessible Format Requirements?

Large Print: Audio tape: TDD:

Other: _____

Section II

Are you filing this complaint on your own behalf? Yes No

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining: _____

Please explain why you have filed for a third party. _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes No

Section III

I believe the discrimination I experienced was based on (check all that apply):

Race Color National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV

Have you previously filed a Title VI complaint with this agency? Yes No

Section V

Have you filed this complaint with any other Federal, State or local agency or with any Federal or State court? Yes No

Federal Agency _____ State Agency _____
 Federal Court _____ Local Agency _____
 State Court _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Phone: _____

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Signature _____ Date _____

[Note - We cannot accept your complaint without a signature.]

Please mail your completed form to:
City of Loveland
Attention: Title VI Coordinator
500 East Third Street
Loveland, CO 80537