Title VI Complaint Form

Appendix C-1

If you believe you have been discriminated against on the basis of race, color or national original by Community Transit, you may file a Title VI complaint by completing and submitting this Title VI Complaint Form. **Complaints must be filed within 180 days of the alleged discriminatory act.** If you require assistance in completing this form contact Customer Care at (425) 353-RIDE (7433) or riders@commtrans.org

Section 1—Contact Information

Name: _____ Phone: _____

Mailing Address: _____

City/State/Zip Code: _____

Email: _____

Accessible Format Requirements: ☐ Language Assistance ☐ Large Print ☐ Other

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

If NO, provide the name and relationship to the person for whom you are filing the complaint:
_____

Section 2—Alleged Discrimination Information

I believe the discrimination I experienced was based on:

☐ Race ☐ Color ☐ National Origin

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

Location of Alleged Discrimination: _____

If the alleged discrimination occurred on a bus, please provide the route, direction of travel, and bus number (if available): _____

_____

Explain the events that happened and why you believe you were discriminated against. Please include the names, titles and descriptions of the Community Transit employees involved, Witness and their contact information. For additional space, you may attach any written materials.

_____

_____

_____

_____

Section 3—Complaint Information

Have you previously filed a Title VI complaint with Community Transit? ☐ Yes   ☐ No

Have you filed this complaint with other Federal, State or Local Agencies? ☐ Yes   ☐ No

If YES, list the agency/agencies and contact information below:

Agency: _____   Contact Name: _____

Address: _____   City/State/Zip Code: _____

Contact Phone: _____

Section 4—Signature

You may attach any written materials or other information relevant to your complaint.

Please sign and date.

_____   _____

Name   Date

Mail to:
Community Transit
2312 W Casino Road
Everett, Washington 98204
ATTN: Title VI Officer

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