

Title VI Program Complaint Form



Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance."

① Today's Date: _____

② Complainant's Name: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____ Email: _____

③ Person being discriminated against (if someone other than Complainant):

Name: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____ Email: _____

④ What was the discrimination complaint based on? (Check all that apply):

Race Color National Origin

⑤ Date of alleged incident resulting in discrimination: _____

⑥ Describe the alleged discrimination. Who was responsible? If more space is needed, attach any written materials or other information that you believe supports your complaint on an additional sheet of paper.

⑦ Where did the incident take place? Provide location, bus number, GRTC employee name, etc.

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8 Witness(es) (if applicable). Please provide their contact information.

Witness Name: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____ Email: _____

Witness Name: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____ Email: _____

9 Did you file this complaint with any other federal, state, or local agency or with a Federal or State court (check the appropriate space)?

Yes No

If yes, check all that apply:

Fed. agency Fed. court State agency State court Local agency

10 Please provide contact information for the agency/court where the complaint was filed:

Agency: _____

Name/Title: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____ Email: _____

11 If you need any special accommodations for communication regarding this complaint, please specify which alternative format you prefer:

Large Print (specify size): _____ TDD Audio Other: _____

Signature and date required below.

Signature _____ Date _____

Print Name _____

If you feel that you have been discriminated against, a formal complaint may be filed with GRTC's Title VI Officer within 180 days after the date of the alleged discrimination. These procedures do not deny you the right to file formal complaints with other state or federal agencies. Once completed, please mail or deliver the completed and signed form to:

GRTC Transit System
Attention: Title VI Officer
301 East Belt Boulevard
Richmond, VA 23224

(804) 358-GRTC (4782)
webcustomerservice@ridegrtc.com