

## ADVANCE TRANSIT TITLE VI COMPLAINT FORM

### SECTION I

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Accessible Format Requirements?  
Large Print  Audio  TDD  Other \_\_\_\_\_

*The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions To Address Environmental Justice in Minority Populations and Low-income Populations," and the Department of Transportation's Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries. In the **Advance Transit** complaint investigation process, we analyze the complaint's allegations for possible Title VI and related deficiencies by the transit provider. If deficiencies are identified they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe. The State of New Hampshire or the State of Vermont may also refer the matter to the U.S. Department of Justice for enforcement.*

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### 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 the answer was "no", please supply the name of the person for whom you are complaining: \_\_\_\_\_  
Please explain why you have filed for a third party: \_\_\_\_\_  
Please confirm that you have obtained permission of the aggrieved party if you are filing on behalf of a third party. Yes  No

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### SECTION III

Have you previously filed a Title VI complaint with **Advance Transit** or the FTA?  
Yes  No   
If "yes", what was your FTA Complaint Number? \_\_\_\_\_  
(Note: This information is needed for administration purposes; we will assign the same complaint number to the new complaint.)  
Have you ever filed with any of the following agencies?  
Transit provider  NHDOT  VT AOT  Department of Justice  Equal Opportunity Commission  Other   
Have you filed a lawsuit regarding this complaint? Yes  No   
If "yes", please provide a copy of the complaint form.

*(Note: The above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.)*

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**SECTION IV**

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route number, 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.

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**SECTION V**

May we release a copy of your complaint to NH DOT or VT AOT? Yes \_\_\_ No \_\_\_

May we release your identity to NH DOT or VT AOT? Yes \_\_\_ No \_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Note: We cannot accept your complaint without a signature.)*

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