External Discrimination Complaint

**Instructions:** Complete and sign this form, and then mail or fax it to the Kentucky Transportation Cabinet.

**Address:**
Kentucky Transportation Cabinet  
Office for Civil Rights & Small Business Development  
200 Mero Street, 6th Floor West  
Frankfort, KY 40622

**Fax:**
Kentucky Transportation Cabinet  
Office for Civil Rights & Small Business Development  
Attn: Discrimination Complaint Coordinator  
(502) 564-2114

### SECTION 1: COMPLAINANT INFORMATION

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<th>FIRST NAME</th>
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<th>LAST NAME</th>
<th>PHONE</th>
<th>ALTERNATE PHONE</th>
<th>EMAIL ADDRESS</th>
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**MAILING ADDRESS (street)**  
CITY  
STATE  
ZIP

### SECTION 2: COMPLAINT DETAILS

Please indicate the basis of your complaint:

- [ ] Race
- [ ] Gender
- [ ] National Origin
- [ ] Color
- [ ] Disability
- [ ] Limited English Proficiency (LEP)
- [ ] Age
- [ ] Low Income

Provide the date and place(s) of the alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently than you.  
*(Attach additional pages if necessary.)*

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances. Tell what action you took which you believe was the cause for the alleged retaliation.  
*(Attach additional pages if necessary.)*

**Names of individuals, agency, or department responsible for the discriminatory action(s):**

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<th>Name</th>
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Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional pages if necessary.)

Name: ___________________  Address: ___________________  Phone: ___________________
1. ___________________  ___________________  ___________________
2. ___________________  ___________________  ___________________
3. ___________________  ___________________  ___________________
4. ___________________  ___________________  ___________________

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation. (Attach additional pages if necessary.)

Photographs submitted with complaint?  Yes  No

SECTION 3: ACTIONS

Have you filed, or do you intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. (Check all that apply.)

☐ U.S. Department of Transportation  ☐ Office of Federal Contract Compliance Programs
☐ Federal Highway Administration  ☐ U.S. Equal Employment Opportunity Commission
☐ Federal Transit Administration  ☐ U.S. Department of Justice
☐ Other ___________________

Have you discussed the complaint with any KYTC representative?  Yes  No
If yes, provide the name, position, and date of discussion.

Name of KYTC Representative: ___________________  Position of Representative: ___________________  Date of Discussion: ___________________

Do you have an attorney regarding this matter?  Yes  No
If yes, please provide attorney’s contact information.

Name of Law Firm: ___________________  Name of Representing Attorney: ___________________
Mailing Address: ___________________  Phone: ___________________

Briefly explain what remedy or action you are seeking for the alleged discrimination.

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant’s Signature: ___________________  Date: ___________________

FOR OFFICE USE ONLY

Date Complaint Received: ___________________  Case #: ___________________
Processed by: ___________________  Date Referred: ___________________

Referred to:  ☐ U.S. DOT  ☐ FHWA  ☐ FTA  ☐ OFCCP  ☐ Other ___________________