



Discrimination Complaint Form

Case Number _____

Note: We are asking for the following information to assist us in processing your complaint. If you need help in completing this form, please let us know. If you cannot complete the form personally, Palm Tran’s Customer Service Supervisor will assist you at a mutually convenient time. Call 561-841-4287 to make your request. If the Palm Tran’s Customer Service Supervisor assists you in completing the form, you must still sign it to validate the information provided.

Are you filing this complaint on your behalf? YES ____ NO ____

(If you answered YES to this question, go to item 2. If you answered NO to this question, go to item 1.)

1. Please provide the name of the person to whom you are complaining:

Name of complainant _____

Street Address _____

City, State, and Zip Code _____

Telephone Number – home (____) _____ business (____) _____

2. Information about the Person discriminated against:

Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (____) _____

3. What is the name and location of the person/department you believe discriminated against you?

Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (____) _____

**4. Which of the following best describes why you believe discrimination occurred?
Was it because of your:**

- A. Race
- B. Religion
- C. National Origen
- D. Color
- E. Sex (including gender, gender identity, pregnancy, and sexual orientation)
- F. Disability

5. What date did the alleged discrimination take place?

(Must be within the past 180 days)

6. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Be sure to include how other persons were treated differently than you.

(Use more sheets or the back of this page, if needed)



7. Have you filed this complaint with any other federal, state, or local agency or federal or state court? (If NO, please go to item 10) YES _____ NO _____

If yes, circle all that apply:

- A. Federal agency
- B. Federal court
- C. State court
- D. State agency
- E. Local agency

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

Name _____

Street Address _____

City, State, and Zip Code: _____

Telephone Number (_____) _____

9. Have you filed any other discrimination complaints with Palm Tran?

YES____ **NO**_____

If yes, when and against whom were they filed?

Date _____

Agency _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (_____) _____



10. If this form was completed by someone other than the complainant, please provide information about who assisted the citizen and why.

11. Please sign and date this form below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature

Date

Please submit this form to Palm Tran – Attention: Customer Service Administrator.

*Discrimination Complaint
50 S. Military Trail, Suite 101
West Palm Beach, FL 33415*

