## CITY OF DULUTH HUMAN RIGHTS OFFICE DISCRIMINATION INTAKE QUESTIONAIRE

- Provide as much contact information as possible. If the Office cannot locate you, your case may be dismissed.
- This information is only used to investigate your complaint and no for no other purposes.
- There is no filing fee to draft a complaint.
- You have one year from the date of the alleged discrimination to file a charge.
- An attorney is not required to file a charge though some people do hire an attorney.
- To speak with someone about your rights under the Duluth Human Rights Ordinance or for more information about filing a charge of discrimination, feel free to call or email the Human Rights Office.

| First Name La  |                            | t Name me            |              |
|--|----------------------------|----------------------|--------------|
| Phone Number   | Email _                    |                      |              |
| Address  | City                       | State                | _ Zip        |
| You feel you were discriminated against based on: (check all that apply) |                            |                      |              |
| ☐ Race   | □ Color                    | ☐ Creed              | ☐ Religion   |
| ☐ National Origin  | □ Sex                      | ☐ Sexual Orientation | ☐ Age        |
| ☐ Marital Status   | ☐ Public Assistance Status | ☐ Familial Status    | ☐ Disability |

You can mail, fax, email, or hand deliver this form to the Human Rights office (see contact info below.) Submitting this form does not mean you have filed a complaint. This form is part of an intake process. You can also begin the intake process by calling, visiting, or emailing the Human Rights Office. This is the first step to initiating a Discrimination Complaint and you will be contacted by the Human Rights Office to further discuss and investigate alleged discriminatory act(s) and the investigatory process.

## City Of Duluth Human Rights Office

City Hall, Room 407 411 West First Street Duluth, MN 55802 (218) 730-5630

Fax: (218) 730-5904

Email: <u>HumanRights@duluthmn.gov</u>