

TITLE VI NON-DISCRIMINATION COMPLAINT FORM (rev. July 2020)

It is the policy of the New Jersey Motor Vehicle Commission ("NJMVC") to abide by Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities, which provides in part that: *No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low income, or ability to read, write or speak English, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance.*

This form may be used to file a complaint with the NJMVC for alleged violations of Title VI of the Civil Rights Act of 1964. If you need assistance completing this form due to a physical impairment or other reason, please contact us by phone at (609) 777-3831 or via FAX at (609) 777-3835.

Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within the 180 days period, you have 60 days after you became aware of the discrimination to file your complaint.

Only the Complainant or the Complainant's designated representative should complete both pages (sides) of this form.

Complainant's Name: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Home Telephone: _____ Cell Phone: _____ Email: _____

Name of NJMVC Agency or Department that discriminated:

Agency or Department Name: _____

Name of Individual(s) (if known): _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Facsimile (FAX) Number: _____

Date alleged discrimination occurred: _____ Name/s of Witnesses: _____

Describe the alleged discrimination (use additional sheets if necessary):

Have you filed this Complaint with another Federal, State, or local agency or with a Federal or State Court? Yes [] No []

If yes, when and who did you file the complaint with: _____

Basis of Discrimination:

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

NOTE: The laws enforced by this department prohibit retaliation or intimidation against anyone because that individual has either taken an action or participated in an action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact:

Title VI Program Coordinator
New Jersey Motor Vehicle Commission
225 East State Street, P.O. Box 684, Trenton, NJ 08666
Phone: 609-777-3831 FAX: 609-777-3835
MVCTitleVI@mvc.nj.gov

**NEW JERSEY MOTOR VEHICLE COMMISSION
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY/TITLE VI**

Title VI Complaint Process

The New Jersey Motor Vehicle Commission (NJMVC) will investigate written complaints that have been filed by any person or class of persons who believe they have been subjected to discrimination or retaliation based on race, color, national origin, sex, age, disability,, low income status or ability to read, write or speak English.

To file a complaint, an individual or their representative should:

1. Complete and sign both sides of this complaint form. Include the Complainant's name, address, email and telephone number.
2. Initiate the filing no more than 180 days after the date of the alleged act of discrimination; the date when the individual(s) became aware of the alleged discrimination; or where there has been a continuing course of conduct, the date that the conduct was discontinued or the latest instance of the conduct.

These procedures do not preclude any agency from attempting to resolve issues and complaints that are non-written.

The Title VI Program Coordinator will acknowledge in writing the receipt of every complaint filed. If the complaint is rejected, the Title VI Program Coordinator will inform the Complainant in writing.

With the Complainant's consent, and in the best interests of all parties involved in the complaint, attempts may be made to resolve the matter informally.

If the complaint has merit, the Title VI Program Coordinator will supervise a thorough investigation and submit a written report of findings to NJMVC's Chair and Chief Administrator for a final determination.

After a final decision is rendered, the NJMVC will issue the Complainant a letter of findings for the investigation, which will include the proposed disposition of the matter. The proposed remedy will include the actions necessary to correct and prevent future occurrences.

Title VI Complaint Consent/Release

Please read the information below and sign the form.

As a Complainant, I understand that in the course of an investigation it may become necessary for the NJMVC to reveal my identity to persons at the organization or agency under investigation. I am also aware of the obligations of the NJMVC to honor requests under the State's Open Public Records Act. I understand that it may be necessary for the NJMVC to disclose information, including personal identifying details, which it has gathered as a part of its investigation of my complaint. In addition, I understand that as a Complainant I am protected by federal regulations from intimidation or retaliation for having taken an action or participated in an action to secure rights that I have under nondiscrimination laws and regulations.

Signature

Date

Print Name

Please return this complaint form to:
Title VI Program Coordinator
New Jersey Motor Vehicle Commission
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