



## Oklahoma City Human Rights Commission Complaint Intake Form | Public Accommodation

The Oklahoma City Human Rights Ordinance prohibits discrimination in employment, housing and public accommodations\* and provides a conciliation\*\* or mediation remedy for those involved in a discrimination complaint.

If you believe you have been aggrieved by a discriminatory act or practice related to **public accommodation** in Oklahoma City, you may complete this Complaint Intake form to start the complaint process.

If your complaint is related to **housing** or **employment**, complete the appropriate form found on the Oklahoma City Human Rights Commission website: okc.gov/hrc.

Please note, discrimination complaints must be submitted to the Oklahoma City Human Rights Commission **within 90 days** of the alleged discriminatory act or practice.

After receiving the Complaint Intake form, the Compliance Officer for the Oklahoma City Human Rights Commission will contact you (typically within 10 business days) for more information to determine whether the Commission has jurisdiction over your complaint of discrimination.

The Compliance Officer may give you additional information explaining how to file a Sworn complaint to initiate a formal conciliation or mediation proceeding with the Human Rights Commission. Or, the Compliance Officer might refer you to another agency that specializes in handling your specific complaint of discrimination.

Find out more about laws that prohibit discrimination by referring to the State statutes and municipal ordinance by visiting okc.gov/hrc.

- \* Place of Public Accommodation: Any place of business offering services or facilities to the general public, such as hotels, motels, cafeterias, restaurants, swimming pools, skating rinks, bowling alleys, retail stores, amusement parks, theaters, and public transportation services or facilities.
- \*\* "Conciliate" or "Conciliation" as used in the OKC Human Rights Commission Ordinance: To seek to mediate and resolve such a complaint by agreement between or among all involved parties.

Persona	l Information							
Name (fi	rst, middle, last)	Primary Language						
Address	/City/State/Zip							
Phone			Email					
Preferre	d Contact Method	O phone	O email	Best Time	to Reach You (mark a	all that apply)	○ 8-11 a.m. ○ 11 a.m2 p.m. ○ 2-5 p.m.	
Other Pa	orty Information (co	mplete to the	best of your	ability)				
Busines	s Name							
Employe	e/Representative N	Name(s)						
Address	/City/State/Zip							
Phone			Email					
Why do you believe you are being discriminated against?								
O Age		○ Sex			○ Creed		Other:	
O Disability / Medical		○ Sexi	Sexual Orientation		National Origin			
Condition			O communication		J management			
○ Race		O Care	Gender Identity		O Annanton			
Race		◯ Gen	O defider identity		Ancestry			
Color		O Reli	Religion		Retaliation for making a charge, testifying or assisting in an investigation or proceedings			

Is the alleged discrimination ongoing?	Describe the issue(s) or problem(s) specifically:
◯ Yes ◯ No	
If YES: 1. List the start date and date of the most recent incident.	
2. Where did the most recent incident occur?	
Start Date	
Most Recent	
Where	
If NO, when and where did the alleged discrimination occur?	
Date	
Where	
Have you filed a complaint about this with another agency/department?	
○ Yes ○ No	
If YES, list agency/department name and date complaint was filed.	
Name	
Date	
Have you consulted a lawyer?	
O Yes O No	
	For more space, attach an additional paper.
I confirm this information is true and correct to the best of this is a Complaint Intake form, and I will be required to so move the complaint forward.	sign a Sworn Complaint to  Mail or hand deliver form to:  Office of the City Clerk
If complainant is a minor or subject to a guardianship, for parent or legal guardian.	Attn: Human Rights Commission 200 N Walker Ave. OKC, OK 73102  Submit form electronically:
Name (print):	okc.gov/hrc
Signature:	
Relationship:	
Date:	