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| --- | --- |
| Date Complaint Received | Complaint Number |

South East Texas Transit ADA Complaint Form

The Americans with Disabilities Act of 1990 (ADA), provides that no individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any SETT program, service or activity.

If you have a complaint under the ADA, complete this form and submit it to South East Texas Regional Planning Commission, Transportation & Environmental Resources Department, D’Juana Fowler, 2210 Eastex Freeway, Beaumont, TX 77703-4929.

## COMPLAINANT INFORMATION

|  |
| --- |
| Name |
| Address |
| City – State – Zip |
| Telephone | Email Address |
| Accessible Format Requirements? [ ] Large Print [ ] TDD [ ] Audio Tape [ ] Other |

1. **PRIMARY/THIRD PARTY INFORMATION**

|  |
| --- |
| Are you filing this complaint on your own behalf?[ ] YES If you answered “YES” to the question, go to Section III.[ ] NO If you answered “NO” to the question, answer the following questions: |
| a. Please supply the name and relationship of the person for whom you are complaining? |
| b. Please explain why you have filed for a third party? |
| c. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. [ ] YES [ ] NO |

1. **COMPLAINT BASIS**

|  |
| --- |
| Date of Alleged Discrimination (Month, Day, Year) |
| Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back side of this form or a separate sheet of paper. |

1. **COMPLAINT FILING CONTACTS**

|  |  |  |
| --- | --- | --- |
| Have you previously filed an ADA complaint with SETT? | [ ] YES | [ ] NO |
| Have you filed this complaint with any other federal, state or local agency or with any federal or state court? [ ] YES [ ] NO If YES, check all that apply:[ ] Federal Agency [ ] State Agency [ ] Local Agency [ ] Federal Court [ ] State Court |
| Please provide information for a contact person at the agency/court where the complaint was filed. |
| Name: |
| Title: |
| Agency: |
| City – State – Zip Code |
| Telephone: |

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 in person at the address below or mail this form to:

#

#  South East Regional Planning Commission

#  Transportation & Environmental Resources

#  ATTENTION: D’Juana Fowler

#  2210 Eastex Freeway

#  Beaumont, TX 77703-4929

## OFFICE USE ONLY

|  |  |
| --- | --- |
| Jurisdiction: on or before 180 days post event |  |
| Closure: |  |
| [ ] 1 – Closure Letter |  |
| [ ] 2 – Letter of Finding |  |
| [ ] 3 – Administrative - Transportation |  |
| [ ] 4 – Administrative - Admin |  |
| Appeal: 10 days post receipt date of Closure Letter or Letter of Finding |  |