

HUMAN RIGHTS COMMISSION ▪ CITY OF BINGHAMTON



38 Hawley Street ▪ Binghamton, NY 13901 ▪ Phone: (607) 398-0559
Email: info@binghamtonhrc.org ▪ www.cityofbinghamton.com

HUMAN RIGHTS COMMISSION COMPLAINT INTAKE FORM

(Please fill out forms legibly)

Name: _____
(First, Middle, Last)

Address: _____
(Street, City, State, ZIP)

Date of Birth: _____ Email Address: _____

Telephone: _____
(Home) (Work) (Cell)

Can we call you at work? Yes No What is your contact preference? Home Work Cell
Do you have an attorney? Yes No If "Yes", is it okay to contact and discuss your case? Yes No

Attorney's Name: _____ Telephone: _____

Complaint Information

Indicate the basis of your complaint. Please check all that apply.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Religion/Creed | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Gender | <input type="checkbox"/> Gender Identity & Expression | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Age | <input type="checkbox"/> Physical Size | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Conviction Record |
| <input type="checkbox"/> Veteran Status | <input type="checkbox"/> Disability | <input type="checkbox"/> Use of Service Animal | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Weight/Height | <input type="checkbox"/> Family Status/Number of Children (Housing Only) | |
| <input type="checkbox"/> Retaliation | <input type="checkbox"/> Other _____ | | |

Please indicate what category the complaint is related to.

- | | |
|---|--|
| <input type="checkbox"/> Employment | If your complaint is related to Employment, please complete the pages entitled "Complaints Related to Employment" and "Signature Page". |
| <input type="checkbox"/> Housing | If your complaint is related to Housing, please complete the pages entitled "Complaints Related to Housing" and "Signature Page". |
| <input type="checkbox"/> Business/ Public Accommodation | If your complaint is related to Business/Public Accommodation, please complete the pages entitled "Complaints Related to Business, Public Accommodation, Education and Credit" and "Signature Page". |
| <input type="checkbox"/> Education | If your complaint is related to Education, please complete the pages entitled "Complaints Related to Business, Public Accommodation, Education and Credit" and "Signature Page". |
| <input type="checkbox"/> Credit | If your complaint is related to Credit, please complete the pages entitled "Complaints Related to Business, Public Accommodation, Education and Credit" and "Signature Page". |
| <input type="checkbox"/> Other | If none of the above listed categories apply, please attach a letter describing the complaint. |

HUMAN RIGHTS COMMISSION ▪ CITY OF BINGHAMTON



38 Hawley Street ▪ Binghamton, NY 13901 ▪ Phone: (607) 398-0559
Email: info@binghamtonhrc.org ▪ www.cityofbinghamton.com

COMPLAINTS RELATED TO EMPLOYMENT

Please outline the contact information for the company or organization about which you have a complaint.

Name of Company or Organization: _____

Address of Company or Organization: _____
(Street, City, State, ZIP)

Telephone: _____ Email Address: _____

Please outline the name and job title of the person about whom you have a complaint.

Name: _____ Title: _____

Please outline your employment history with this company or organization.

Hire Date: _____ Title (Upon Last Day of Employment): _____

Union: Yes No If "Yes", Which Union and Local Number?: _____

Approximate Number of Employees at this Company or Organization: _____

Date of the Last Incident of Discrimination: _____

Briefly describe the situation. Further details can be provided at your intake interview. Please attach supportive documentation if necessary.

Last Day of Employment: _____ If Terminated, Receipt Date of Notice of Termination: _____

What are you seeking as a resolution of this matter?

Have you filed a complaint with any other agency or court on this matter? Yes No

If you answered "Yes" to the above question, please list the agency or court: _____

HUMAN RIGHTS COMMISSION ▪ CITY OF BINGHAMTON



38 Hawley Street ▪ Binghamton, NY 13901 ▪ Phone: (607) 398-0559
Email: info@binghamtonhrc.org ▪ www.cityofbinghamton.com

COMPLAINTS RELATED TO HOUSING

Please outline the contact information for the owner, company or organization about which you have a complaint.

Name of Owner, Company or Organization (i.e. Realtor, Property Management, etc.): _____

Address of Owner, Company or Organization: _____
(Street, City, State, ZIP)

Telephone: _____ Email Address: _____

If you are complaining about an owner, company or organization, please outline the name(s) and title(s) of the person(s) within that company or organization about whom you have a complaint.

Name: _____ Title: _____

What is the basis of your complaint?

- Refused to Rent Refused to Sell Refused to Show Premises Evicted
 Other _____

Original/First Date of Discrimination: _____ Most Recent Date of Discrimination: _____

City, County and State of Discrimination: _____

Briefly describe the situation. Further details can be provided at your intake interview. Please attach supportive documentation if necessary.

What are you seeking as a resolution of this matter?

Have you filed a complaint with any other agency or court on this matter? Yes No

If you answered "Yes" to the above question, please list the agency or court: _____



**COMPLAINTS RELATED TO
BUSINESS, PUBLIC ACCOMODATION, EDUCATION OR CREDIT**

Please outline the contact information for the company or organization about which you have a complaint.

Name of Company or Organization: _____

Address of Company or Organization: _____
(Street, City, State, ZIP)

Telephone: _____ Email Address: _____

If you are complaining about a company or organization, please outline the name(s) and title(s) of the person(s) within that company or organization about whom you have a complaint.

Name: _____ Title: _____

What kind of company or organization is your complaint about?

- Restaurant Store School Club Bank
- Government Agency Non-Profit Agency Other _____

What discrimination occurred? Check all that apply.

- Denied Service Denied Membership Membership Terminated Denied Application
- Denied Accommodation Denied Credit/Loans Wrongful Suspension from School
- Other Unequal Treatment _____

Original/First Date of Discrimination: _____ Most Recent Date of Discrimination: _____

City, County and State of Discrimination: _____

Briefly describe the situation. Further details can be provided at your intake interview. Please attach supportive documentation if necessary.

What are you seeking as a resolution of this matter?

Have you filed a complaint with any other agency or court on this matter? Yes No

If you answered "Yes" to the above question, please list the agency or court: _____

SIGNATURE PAGE

HUMAN RIGHTS COMMISSION ▪ CITY OF BINGHAMTON



38 Hawley Street ▪ Binghamton, NY 13901 ▪ Phone: (607) 398-0559
Email: info@binghamtonhrc.org ▪ www.cityofbinghamton.com

Please read the following information carefully, and sign below to authorize an investigation of your complaint. If you have any questions about this section, please contact the Commission Chair, who will be happy to provide further clarification about our procedures.

I have been advised of the Commission's procedures, and I understand that this is an intake form for information purposes only, and I request that the Binghamton Human Rights Commission take necessary and appropriate action they deem necessary in their investigation. I hereby give my authorization to release information contained in this form to any persons necessary.

Signature

Date

Parent/Legal Guardian (If Complainant is under 18) (Please Print)

Parent/Legal Guardian (If Complainant is under 18) (Signature)

Date