



Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Please provide the following information necessary in order to process your complaint. Assistance with completing this form is available upon request. Title VI complaints must be filed within 180 days from the date of the alleged discrimination. Complete this form and mail or deliver to:

Silver Key Senior Services, Title VI, 1625 S. Murray Blvd, Colorado Springs, CO 80916

Contact us Monday – Friday, 8 a.m. - 5 p.m. at 719-884-2300 or email info@silverkey.org

1) Complainant's Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. (Home/Cell): _____ (Business): _____

2) Person who has discrimination complaint (if other than complainant)
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. (Home/Cell): _____ (Business): _____

3) Date of incident resulting in complaint: _____

4) Describe the complaint. What happened and who was responsible? (Provide names when possible of the individuals involved). For additional space, attach additional sheets of paper as necessary.

5) Where did the incident take place? Please provide location, bus number, etc.



6) Witnesses? Please provide their contact information.

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. (Home/Cell): _____ (Business): _____

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. (Home/Cell): _____ (Business): _____

7) Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution? Yes No

If yes, what is the status of the grievance?

8) Did you file this complaint with another federal, state, or local agency; or with a federal or state court? Yes No

If the answer is yes, check each agency the complaint was filed with:

Federal Agency State Court
 Federal Court Local Agency
 State Agency Other

Please provide contact person information for the agency/court/other:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No.: _____

Date filed: _____

Sign the complaint in the space below. Attach any documents you believe support your complaint.

Complainant's Signature

Signature Date