

Institution's Logo

## CIVIL RIGHTS COMPLAINT PROCEDURE

In accordance with Federal law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, \_\_\_\_\_ is prohibited from discriminating based on:

[Name of Institution](#)

- **Race**
- **Color**
- **National origin**
- **Sex (including gender identity and sexual orientation)**
- **Religious Creed**
- **Age**
- **Disability**
- **Political Beliefs**
- **Reprisal or retaliation for prior civil right activity (Not all prohibited bases apply to all programs).**

Program information may be made available in languages other than English. Person with disabilities who require alternative means of communication for program information (e.g., Braille, larger print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at [USDA Discrimination Complaint Form](#), from any USDA office by calling toll-free **(866) 632-9992**, or by writing a letter addressed to USDA.

**Mail:** U.S. Department of Agriculture  
Office of Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)  
**FAX:** (833) 256-1665

A written description of the alleged discriminatory action in sufficient details to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3207 form or letter must be submitted to USDA. The letter must contain:

- **Complainant's Name**
- **Address**
- **Telephone Number**