

HOW TO FILE A HUMAN RIGHTS COMPLAINT

EQUAL OPPORTUNITY IS THE LAW DISCRIMINATION IS AGAINST THE LAW

Contact the Human Rights Commission Office to learn about your equal opportunity rights if you feel that you have been discriminated against in the areas of:

- Employment
- Housing
- Credit
- Education
- Public Accommodation

On the basis of:

- Race
- Color
- Sex
- National Origin
- Age
- Status as a Veteran
- Sexual Orientation
- Gender Identity
- Religion
- Disability
- Familial Status
- Source of Income
- Marital Status

A COMPLAINT SHOULD COVER:

- Employment complaints that have occurred less than 300 days before filing a complaint; other complaints filed within 365 days.
- Alleged violations in companies of six or more employees.

Se Habla Español

15941 Donald Curtis Drive, Suite 125
Woodbridge, VA 22191
703-792-4680
Fax: 703-792-6944

pwcva.gov/humanrights

HOW DO I FILE A CHARGE?

Contact the Human Rights Commission Office:

- In person.
- By phone at 703-792-4680.
- By email at pwchr@pwcgov.org.
- Online at pwcva.gov/humanrights.

Talk with a staff member about your concerns. They can determine if the office covers the complaint. If the Human Rights Commission Office does not cover the complaint, staff will try to make a referral to another agency that can handle your complaint.

If the office covers the complaint:

- Complete an intake form.
- Meet with an investigator to discuss the complaint.
- Bring supporting documents.
- Be prepared to identify witnesses by name and provide telephone numbers or addresses.
- Sign a notarized charge of discrimination

To file a complaint and access the necessary forms, visit pwcva.gov/humanrights.

DOES MY CASE GO TO COURT?

After 180 days, the Charging Party can inform the Human Rights Commission Office in writing that they want to proceed to the courts for resolution of the charge. In the case of Employment charges, a request for a Right to Sue from the Equal Employment Opportunity Commission (EEOC) must be made in writing. Once a Charging Party decides to proceed to the courts, any charges filed with the Human Rights Commission will be closed.

Charging Parties do not need a lawyer to file a charge with the Human Rights Commission. However, they may retain one at their own expense. The Human Rights Commission neither represents the Charging Party nor the Respondent.