



**STATE OF CONNECTICUT**  
**OFFICE OF EQUAL OPPORTUNITY & DIVERSITY**

Submit

Members of the public may file complaints or concerns alleging violations of Title II of the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act in reference to any service or program funded through the Connecticut Department of Transportation.

This form can be completed and file electronically or print out and file by post mail, see the second page for details.

**ADA/504 COMPLAINT FORM**

**COMPLAINANT INFORMATION:**

First Name		Last Name	
Company/Affiliation			
Street Address			
City		State	Zip Code
Phone:		Email:	

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_

Is the complaint against CTDOT?                      Yes                      No

Is this the first time you are complaining about this issue?                      Yes                      No

If no, date of prior complaint: \_\_\_\_\_

**COMPLAINT DETAILS (Attach additional sheets if necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Additional sheets of paper may be attached if necessary.

X

\_\_\_\_\_  
 Signature of Complainant and Date



# STATE OF CONNECTICUT

## OFFICE OF EQUAL OPPORTUNITY & DIVERSITY

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### **ADA/504 COMPLAINT PROCEDURE**

#### **Complaint Filing:**

The complaint can be submitted with the following methods:

- File via e-mail at [DOT.ADATransitionplan@ct.gov](mailto:DOT.ADATransitionplan@ct.gov)
- File by postal mail at the following address:  
EEO Director  
Office of Equal Opportunity & Diversity  
Connecticut Department of Transportation  
P.O. Box 317546  
Newington, CT 06131-7545
- File by facsimile at fax number (860) 594-3060
- To file in an alternative format, please contact the Office of Equal Opportunity & Diversity at (860) 594-2211 or [DOT.ADATransitionplan@ct.gov](mailto:DOT.ADATransitionplan@ct.gov).

Please keep a copy of your complaint and the original documents for your own records.

#### **Complaint Investigation:**

The Connecticut Department of Transportation may contact the complainant if additional information is required.

#### **Complaint Investigation:**

For all complaints received, our Office of Equal Opportunity & Diversity will assure that the matter is addressed, investigated, or referred to an appropriate investigatory authority. The evaluation process will begin within 15 days of receipt of the complaint and the Complainant will be notified at that time.

*For Transit related complaints*, the Office of Equal Opportunity & Diversity will respond in writing to the complainant with the findings of the investigation within 90 days of receipt of the complaint. If the complainant disagrees with the findings, he/she may request for further reconsideration.