

## **Instructions to complete the Public Accommodation Complaint Inquiry Form**

Please complete all applicable sections of the Public Accommodation Inquiry Form to the best of your knowledge. The Kentucky Commission on Human Rights (KCHR) will review your submission to determine whether a complaint of discrimination may be filed on your behalf under the Kentucky Civil Rights Act (KRS 344).

KCHR has jurisdiction only within the state of Kentucky and may investigate complaints involving public accommodation discrimination based on protected classes recognized under state law. These protected classes include color, disability, national origin, race, and religion. Sex is also a protected class when the public accommodation is a restaurant, hotel, or motel, or when the business is supported directly or indirectly by government funds. A place of public accommodation is defined as any licensed or unlicensed business that provides goods or services to the general public.

### **Part 1. Complainant Information**

The complainant is the individual who experienced the alleged discrimination. If the affected individual is a minor, a legal guardian may file the complaint on the minor's behalf. Please provide the following information:

- Full legal name
- Complete mailing address (street address, unit or apartment number if applicable, city, state, and ZIP code)
- Phone number
- Email address
- Emergency contact information

### **Part 2. Respondent Information**

The respondent is the business or agency against whom the complaint is being filed. Please provide the following information:

- Full legal name of the business or agency
- Complete mailing address (street address, city, state, and ZIP code)
- Phone number
- Email address, if available

### **Part 3. Type of Complaint**

Select **Public Accommodation** to receive the appropriate follow-up questions.

### **Part 4. Basis of Discrimination**

**Select one or more protected classes that apply to your complaint:**

- Color
- Disability
- National Origin
- Race
- Religion
- Sex (only if the business is a restaurant, hotel, motel, or receives government funding)

KCHR does not have jurisdiction unless the complaint is based on one or more of these protected classes. You must have a reason to believe that you were treated differently because of your protected class.

**Part 5. Date of Incident**

Provide the date of the alleged discriminatory incident. KCHR can only investigate incidents that occurred within the past 180 days.

**Part 6. Prior Filings**

Indicate whether you have previously filed a complaint regarding this matter with another agency.

**Part 7. Summary of Complaint**

Provide a clear and concise summary of the alleged discrimination. Describe how you were treated differently from other consumers, clients, or customers because of your protected class.

**Part 8. Mediation**

KCHR does not offer mediation services currently. However, opportunities for conciliation may be provided during the investigation process.