140 Answers Found

Summary
1 Updated - How do I file a charge of employment discrimination?
2 Updated - If I file a charge, how and when will my employer find out about it?
3 Updated - Is there a cost for filing a charge?
4 Updated - If EEOC finds I was discriminated against, will it take the case to court on my behalf?
5 Updated - What information do I need to bring to file a charge against a private sector employer or
6 What are the remedies or relief available from EEOC?
7 Updated - Where can I obtain copies of the forms to file a charge?
8 Updated - Laws Enforced by the EEOC
9 Updated - Do I need to bring an attorney to file a charge?
10 How long does an investigation of a private sector charge take?
11 What happens after I file a private sector charge?
12 Updated - What happens if the employer does not respond to the charge?
13 Can I file a discrimination charge over the phone?
14 Updated - How long do I have to file a charge?
15 How can I obtain a copy of my company's previous year's EEO-1 report?
16 Will EEOC give me a referral to a private attorney?
17 After an investigation is completed, will the fact that I filed a charge and the information gathered du
18 If I file a charge of discrimination, will my witnesses' names be revealed?
19 Updated - Can I walk in to file a charge, or do I need an appointment?
20 Updated - What are the locations and hours of operation of the EEOC offices?
Where can I obtain copies of the forms to file a charge?

Question
Where can I obtain copies of the forms to file a charge?

Answer
EEOC does not provide blank charge forms. You cannot file a charge over the telephone by calling our National Contact Center (NCC) at 1-800-669-4000. The NCC will ask you depending on your responses. In any event, you always have a right to file a charge if you think a charge may have been filed. If you before file a charge, they will give you a completed charge form.

Alternatively, you may send a letter or fax to the nearest EEOC field office with the following information:

- Your name, address, and telephone number
- The name, address, and telephone number of the employer (or employment agency)
- The number of employees employed by the company in all locations or number of persons employed in the area
- A short description of the events you believe were discriminatory (for example, your supervisor's discriminatory action)
- Provide dates of when the events took place
- Why you believe you were discriminated against and on what basis (for example, religion, age, and/or disability)
- Your signature

If you decide to send a fax or letter, you must sign it in order for EEOC to continue. If you sign the letter to the field office which has jurisdiction over the geographical location of the company, you must file a complaint with that agency. Contact the agency's EEO office; they will be able to:

How well did this answer your question?
- 100%
- 75%
- 50%
- 25%
- 0%

Submit Rating

Related Answers
- How do I file a charge of employment discrimination?
- 180 days has passed since the filing of my formal complaint and the investigation do?
- How can I obtain EEOC-approved specifications for EEO-1 alternate reporting
- Laws Enforced by the EEOC
- What are the remedies or relief available from EEOC?
How do I file a charge of employment discrimination?

Question
How do I file a charge of employment discrimination?

Answer
You cannot file a charge over the telephone, but you may begin the process by contacting the NCC. The NCC will obtain some information from you and try to help you decide whether you may be provided a questionnaire to complete and give to one of our field offices in your area to call them first because the intake process can take up to 2 hours and each office has some situations, the field office staff may contact you to conduct an interview over the phone or in person to answer your questions. When the field office has all the information it needs, you will be provided with a signed charge form (Form 5) that constitutes a clear request for the EEOC to act.

There are specific time limits (180 days) within which a charge must be filed. Under certain circumstances, you may have up to 300 days if you are in an area where there is a state fair employment practices agency, in which case you are required to file a charge. The charge must be filed in writing and include the following information:

- Your name, address, and telephone number
- The name, address and telephone number of the employer (or employment agency)
- The number of employees employed by the company or number of union members
- A short description of the events you believe were discriminatory (for example, your supervisor making discriminatory statements)
- When the events took place
- Why you believe you were discriminated against and on what basis (for example, race, religion, age, and/or disability)
- Your signature

If you decide to send a letter, you must sign it. If you don't sign it, we cannot proceed.