



EEOC
U. S. Equal Employment
Opportunity Commission

FAQs

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Summary

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- 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?
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Answer ID 355
Topics Intake And Charge Filing
Date Created 02/02/2005 01:16 PM
Last Updated 11/21/2007 01:02 PM
Access Level Everyone

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 staff during the intake process and they will conduct an interview with you. You may re of a potential charge. If you decide to file a charge, they will give you a completed charge

Alternatively, you may **send a letter or fax** to the nearest EEOC field office with the fol



Print Answer



Email Answer

- 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
- A short description of the events you believe were discriminatory (for example, you
- 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 letter to the field office which has jurisdiction over the geographical location of the company jurisdictional map at <http://www.eeoc.gov/offices.html> for addresses and fax numbers.

Notice to federal employees/applicants ----- To file a complaint against an agency of the EEO Counselor 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%

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Related Answers

- How do I file a charge of employment discrimination?
- 180 days has passed since the filing of my formal complaint and the investigator 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?



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Answer ID 334
Topics Intake And Charge Filing
Date Created 02/02/2005 10:59 AM
Last Updated 11/21/2007 12:43 PM
Access Level Everyone

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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 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. You may 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. When the field office has all the information it needs, you will receive a completed charge form (Form 5) and you will receive a completed charge form (Form 5) if the completed, signed Form 5 is received back in the EEOC field office. **An intake questionnaire constitutes a charge under the statutes we enforce if it contains all the information required by the statutes and 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 that case, you must file with the state agency first). Your letter or fax that includes 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, you were fired, demoted, or harassed)
- 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 with your charge. We do not have jurisdiction over the geographical location of the company you are filing against. See the list of field offices at <http://www.eeoc.gov/offices.html> for addresses and fax numbers. Your letter will be reviewed and we will contact you to gather that information or you will be sent a follow up questionnaire. At the end of the process, we will send you an official EEOC charge form and ask you to sign it.