

EFOC U.S. Equal Employment Opportunity Commission

(Search	.	
Topic () All		Search Text (optional)	Search Tip
		Search By Phrases	
Inswers Found			
Answers Found Summary		TANKE THE THE TANKE THE TERMENT OF T	M. A. N. W. M. W. J.
Summary 1 Updated - How do	I file a charge of employm	nent discrimination? ill my employer find out about it	J

- 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?



Return to Home Page



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*FAQs *

Search

Topic 1

All

Search Text (optional)

Search Tips

Search By
Phrases

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

Print Answer

Email Answer

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 yo depending on your responses. In any event, you always have a right to file a charge if yo staff during the intake process and they will conduct an interview with you. You may reof 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

• Your name, address, and telephone number

- The name, address and telephone number of the employer (or employment agenc
- 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, y
- 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 y letter to the field office which has jurisdiction over the geographical location of the compurisdictional 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 th EEO Counselor with that agency. Contact the agency's EEO office; they will be able to a

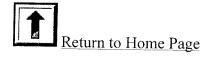
How well did this answer your question?

☐ 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 investigat 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?



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

Print Answer

Email Answer

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 you 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 plyou additional questions. When the field office has all the information it needs, you will weaknesses of a potential charge and/or you will receive a completed charge form (Form the completed, signed Form 5 is received back in the EEOC field office. An intake quesconstitute a charge under the statutes we enforce if it contains all the information recontents of a charge 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 cer 300 days (if you are in an area where there is a state fair employment practices agency, in 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 agenc
- The number of employees employed by the company or number of union membe
- A short description of the events you believe were discriminatory (for example, y
- 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 letter, you must sign it. If you don't sign it, we cannot proceed fu jurisdiction over the geographical location of the company you are filing against. See the at http://www.eeoc.gov/offices.html for addresses and fax numbers. Your letter will be contact you to gather that information or you will be sent a follow up questionnaire. At a sent us on an official EEOC charge form and ask you to sign it.