

**Port of Seattle  
Title VI Coordinator's Office  
Complaint Form**

***Section I***

Any person who believes he or she has been subjected to discrimination on the basis of race, creed, color, gender or national origin in any program or activity administered by Seattle-Tacoma International Airport has the right to file a complaint with the Port of Seattle. Complaints must be filed within one hundred eighty (180) days following the date of the alleged discriminatory occurrence, must be in writing, and must be delivered to the Office of General Counsel, Title VI Coordinator, P.O. Box 1209, Seattle, WA 98111, phone number 206-787-4066. If a complaint is initially made by phone, it must be supplemented with a written complaint within 180 days after the discriminatory event. This is not intended to deny or limit the right of a complainant to file a complaint with an outside agency, such as the U.S. Department of Transportation nor Federal Aviation Administration (FAA), or to seek private legal counsel regarding discrimination.

Please fill in your information below:

**Basis for complaint**

Race \_\_\_\_\_ Color \_\_\_\_\_ Sex \_\_\_\_\_ Creed \_\_\_\_\_ National Origin \_\_\_\_\_

**Complainant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Electronic Mail Address: \_\_\_\_\_

***Section II***

Are you filing this complaint on your own behalf?

Yes \_\_\_\_ No \_\_\_\_

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining:

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Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes \_\_\_\_ No \_\_\_\_

**Section III**

Have you previously filed a Title VI complaint with the Port of Seattle or a regulatory agency?  
Yes \_\_\_\_ No \_\_\_\_

If yes, which agency?

Department of Transportation \_\_\_\_\_ Federal Aviation Administration \_\_\_\_\_

Department of Justice \_\_\_\_\_ Equal Employment Opportunity Commission \_\_\_\_\_

Other \_\_\_\_\_

Have you filed a lawsuit regarding this complaint? Yes \_\_\_\_ No \_\_\_\_

If yes, please provide a copy of the Complaint filed with the court.

**Section IV**

Name of airport employee(s), contractor(s), concessionaire(s), lessee(s), or tenant(s) of the Seattle Tacoma International Airport or at Airport facilities complaint is against:

\_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.**

**Section V**

Please sign here: \_\_\_\_\_

Date: \_\_\_\_\_

[Note - We cannot accept your complaint without a signature.]

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**Title VI Discrimination Complaint Forms may be obtained from the office of the Title VI Coordinator at no cost to the complainant by calling (206) 787-4066 or sending an email to [mailbox.t3@portseattle.org](mailto:mailbox.t3@portseattle.org).**

**Please mail your completed form to: Port of Seattle, Office of General Counsel, Title VI Coordinator, Address: P.O. Box 1209, Seattle, WA 98111; phone number 206-787-4066.**