



NAACP COMPLAINANT AUTHORIZATION HOLD HARMLESS FORM

I, _____ GIVE AUTHORIZATION TO THE NAACP AND THE ENFORCEMENT AGENCY(S) TO REPRESENT ME. BY SIGNING THIS FORM I, _____, HEREBY REQUEST AND AUTHORIZE THE NAACP TO RESEARCH ALL MATTERS PERTAINING TO THIS COMPLAINT AGAINST _____ . I FURTHER UNDERSTAND THE NAACP IS NOT ATTORNEYS BUT REPRESENTATIVES OF A CIVIL RIGHTS ADVOCACY ORGANIZATION.

I, _____, UNDERSTAND IT IS MY SOLE RESPONSIBILITY TO NOTIFY THE NAACP OF ALL PERTINENT INFORMATION AND PROVIDE ALL PERTINENT DOCUMENTATION REGARDING THE COMPLAINT _____ FOR THE PURPOSE OF ADDRESSING WITH THE EMPLOYER OR THE ENFORCEMENT AGENCY.

I, _____ . SHALL HOLD HARMLESS THE NAACP AND ITS REPRESENTATIVES DUE TO ANY SELF-NEGLIGENCE REGARDING THIS MATTER.

THE ABOVE STATEMENT IS TRUE AND ACCURATE.

Complainant Signature

Date

Complainant Printed Name



HOW TO FILE A COMPLAINT OF DISCRIMINATION WITH YOUR LOCAL NAACP BRANCH

Answer all questions and be as specific as possible.

1. Be sure to give your full name and address. If you do not have a phone, give a phone number where you can be reached. Also make sure you provide all the respondent information, this information will consist of your employer, contact person, telephone, etc.
2. Please check the box that indicates what you believe to be the cause of discrimination. If other, please state what other. If you believe that other parties (for example, a labor union or any employment agency, in addition to the employer) were involved in the act of discrimination, list them as well.
3. List the remedies that you are seeking and how the NAACP can assist you.
4. If you have a union and filed a grievance you should also check this information. If you have consulted an attorney or filed this complaint with a state of local human relations EEO Officer, Civil Rights Commission, EEOC, check "yes" and give the name of union representatives, investigators, etc.
5. Give the day, month and year of the most recent date the discrimination took place. In some instances, the discrimination may be continuing, for example, seniority lines are segregated.
6. Tell us as much as you can. For example: Were you fired?, Did you fail to get a promotion?, Did the company refuse to hire you?, Did the union or employment agency refuse to refer you to a job? Who discriminated against you? Why do you believe it was due to race, color, religion, national origin, sex, age or other?
7. After you have completed this form, provide any documentation that you want the NAACP to review and send along with your complaint form to your local NAACP Branch.