



## **Citizen Complaint Form** **Americans with Disabilities Act Plan**

*Instructions:*

*This form is for citizens under Title II of the ADA and the County's ADA Plan.*

*Please fill out this form completely in ink or type. Sign and return to the County ADA Coordinator using the contact information at the bottom of this form.*

*If you are unable to complete this form due to a disability or require additional information, please contact the ADA Coordinator, Mr. Charles Baines, at (423) 753-1652 for assistance and the County, to the extent possible, will make reasonable accommodations.*

**Complainant:** \_\_\_\_\_

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

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

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Person Discriminated Against** (if other than the complainant):

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

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

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Government Department, Facility, Program, or Employee which you believe has discriminated or has an accessibility issue:**

Name: \_\_\_\_\_  
When did the discrimination occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (use space at end if necessary):

If an ADA access issue, please describe in detail the concern and location (use space at end if necessary):

Have you previously submitted an "Accommodation Request Form" through the Washington County ADA Plan?

Yes: \_\_\_\_\_ Date: \_\_\_\_\_  
No: \_\_\_\_\_

If yes: what is the status of the request?

Has the complaint been filed with any agency?

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

If yes:

Agency or Court: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Additional space for answers and information:

Signature: \_\_\_\_\_

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

Return to:

**Washington County, TN**  
**100 E. Main St.**  
**Jonesborough, TN 37659**  
**Attention: Charles Baines, ADA Coordinator**  
**Email: [cbaines@washingtoncountyttn.org](mailto:cbaines@washingtoncountyttn.org)**