



Albany International Airport Title VI Complaint Form

Albany International Airport is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, age, sex, or creed, as provided by Title VI of the Civil Rights Act of 1964. Title VI complaints must be filed within 180 days from the alleged discrimination.

Please complete the form below in order to process and investigate your complaint. We take your concerns seriously and will thoroughly research the information you provide. Thank you.

Required

1. Full Name (First, Last, Middle Initial)

2. Address (Required Number, Street, City, State, Zip)

3. Preferred Phone:

4. Email Address:

5. Are you filing this complaint on your own behalf?

6. I believe the discrimination I experienced was based on (check the appropriate category):

- a. ☐ Race
- b. ☐ Color
- c. ☐ National Origin
- d. ☐ Sex (including sexual orientation & gender identity)
- e. ☐ Creed
- f. ☐ Age

7. Date of Alleged Discrimination (Month, Day, Year):

8. Explain clearly what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. Please attach additional sheets if necessary.

9. Have you previously filed a Title VI complaint with this agency?

- ☐ No
- ☐ Yes _____ Date

10. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

- ☐ No
- ☐ Yes
 - ☐ Federal Agency
 - ☐ Federal Court
 - ☐ State Agency
 - ☐ State Court
 - ☐ Local Agency

11. Please provide information about a contact person at the agency/court where the complaint was filed. Please provide the contact's: Name, Title, Agency, Address, Telephone, Email

- a. Name: _____
- b. Title: _____
- c. Agency: _____
- d. Address: _____
- e. Telephone: _____
- f. Email: _____

12. What remedy, or action, is being sought for the alleged discrimination?

13. You may attach any written materials or other information you believe is relevant to your complaint.

You may deliver a copy of the complaint form and any documentation to:

Email:

Liz Charland Title VI Coordinator

Email: lcharland@albanyairport.com

Subject Line: Title VI Complaint

Or you may mail the form to:

Liz Charland Title VI Coordinator

737 Albany Shaker Rd. 3rd Floor Main Terminal

Albany, NY 1221

For accommodations to complete this form, please contact Liz Charland, Title VI Coordinator at (518) 242-2222.