

Title VI/ADA Appeals Form

When submitting your appeals request regarding your Title VI/ADA discrimination complaint, please be sure to include all new and relevant information. <u>Your reason for an appeal must</u> <u>include new and relevant information</u> such as, but not limited to, dates, names, times and any corresponding policies or procedures. A formal response from VTA will be made to you in writing within 30 days upon receipt of your request.

Full Name:

Telephone Number:

Street Address:

City:

State:

Zip:

E-mail address:

To help VTA review and respond to your appeals request, please provide the following information:

Date and time of original complaint:

Explanation of what occurred (Attach additional sheets as needed):

Reason for Appeal - new and relevant information (Attach additional sheets as needed):

Signature and Date:

Office of Civil Rights, Santa Clara Valley, Transportation Authority 3331 North First Street, B-2 San Jose, CA 95134 (408) 952-8901 customer.service@vta.org