



INSTRUCTIONS For Completing the Online Public Accommodations Complaint Form

- ❖ Answer all questions as completely as possible.
- ❖ Be brief and concise.
- ❖ Your *Complaint Form* must be acknowledged by your e-signature.
- ❖ Your complaint must be filed with NERC within 300 days of the last alleged discriminatory act to be accepted for review and processing by NERC.
- ❖ When your complaint is received, it will be reviewed and will contact you to schedule an intake interview, if necessary.

Section “A”: Please complete all the information in this section. This information is protected by Nevada’s Confidentiality/Disclosure laws.

Section “B”: Enter the name, location, and local telephone number of the company of which your complaint is against. You may be asked later for additional information, such as the company’s headquarters location.

Section “C”: Provide the name, mailing address and telephone number of a person who can help us contact you (mother, father, sister, brother, aunt, uncle, grandparents, close friend). By providing information on a person who does not live with you, our ability to contact you will be enhanced.

Section “D”: Indicate the date of the incident.

Section “E”: Tell us what kind of discrimination you are claiming. Check only the area(s) you feel are the reason(s) you believe you were discriminated against. For each area checked, fill in the applicable information. For example, if you check “RACE,” tell us your race.

Section “F”: Provide the name(s) of the individual(s) you are claiming discriminated against you. State “unknown” if you do not know the individual’s name.

Section “G”: Provide the information regarding witnesses to the alleged act(s) of discrimination. Include addresses, if known.

Section “H”: Tell us what event occurred that you believe was discriminatory. Include as much detail as possible, including the time of the incident.

Disclaimer: Click to accept the disclaimer and provide your e-signature.

Download: Click the box if you would like to download a copy of your form.

Submit: Click submit to file your complaint.