

ADA Complaint Form

The American’s with Disabilities Act (ADA) prohibits discrimination on the basis of disability in State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

This form may be used to be file a complaint with Southern Virginia Mental Health Institute (SVMHI) for alleged violations of ADA. If you need assistance completing this form or if needed in a different language, please contact us by phone at 434-799-6220.

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

_____ ALT PHONE: _____

EMAIL: _____ TTD PHONE: _____

Designated person if I cannot be reached:

NAME: _____

ADDRESS: _____ PHONE: _____

_____ ALT PHONE: _____

Date of Incident: _____ Nature of Disability: _____

Please explain what happened and why you believe you were discriminated against (use additional pages if necessary): _____

Please indicate a suggested remedy: _____

Have you filed a complaint with any other Federal, State, or Local Agencies: Yes No

If you have filed a complaint about the same alleged discriminatory event with any other entity, please identify the entity and give the date of filing. Please note that in the event of such filing, SVMHI is precluded from accepting and investigating your complaint

Agency/agencies and contact information:

AGENCY: _____ CONTACT NAME: _____

ADDRESS: _____ PHONE: _____

_____ CASE NUMBER: _____

AGENCY: _____ CONTACT NAME: _____

ADDRESS: _____ PHONE: _____

_____ CASE NUMBER: _____

Complaint Submitted By: _____ DATE: _____

Signature

Complaint Submitted By: In person Mail Phone Fax email

Form Received By: _____ DATE: _____

SVMHI Staff: Print First and Last Name

INSTRUCTIONS

Attention: If you are unable to use this complaint form because of your disability, contact the SVMHI ADA Coordinator at 434-779-6220 and an alternate means of filing a complaint will be arranged.

Complaint Forms are to be submitted to the ADA Coordinator within 180 days of the incident and may be submitted by the following methods:

- Personal delivery to Southern Virginia Mental Health Institute
- Mailed to: 382 Taylor Drive, Danville, VA 24541
- Faxed to: 434-791-5403