



RICHMOND
INTERNATIONAL AIRPORT®

ADA DISCRIMINATION COMPLAINT

If you believe that you or another have been subjected to discrimination on the basis of disability in the provisions of services, activities, programs, or benefits by the Capital Region Airport Commission (the "Commission"), you may complete and submit this form to the Commission's ADA Coordinator. Please be advised that the Commission's Personnel Manual governs employment-related complaints of disability discrimination. If you have any questions or need alternative means to submit a complaint due to a disability, please contact:

Stacy Seay, CPPB, VCA
Procurement Manager and ADA Coordinator,
Capital Region Airport Commission,
1 Richard E. Byrd Terminal Drive, Suite C,
Richmond International Airport, VA 23250,
Email: sseay@flyrichmond.com or by fax to (804) 652-2605.

SECTION 1

Complainant Information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ (evening): _____

Email: _____

Preferred Method of Contact: _____

Person Completing Form (If other than the complainant):

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ (evening): _____

Email: _____

Preferred Method of Contact: _____

SECTION 2

Have efforts been made to resolve this complaint with the Commission previously? ☐ Yes ☐ No

- If yes, what was the outcome?

Has a complaint related to the alleged discrimination that is the subject of this complaint been filed by the complainant or his/her designee with any other Federal, State, or local civil rights agency or court?

☐ Yes ☐ No

- If yes, with which agency(ies) and/or court(s)? Date filed?

- Who is the contact person?

SECTION 3

When and where did the alleged discrimination occur?

[illegible]

9

Yes

9

No

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I affirm that the above complaint is true and accurate to the best of my knowledge, information, and belief.

Sign and submit the completed ADA DISCRIMINATION COMPLAINT form by mail to Stacy Seay, CPPB, VCA, Procurement Manager and ADA Coordinator, Capital Region Airport Commission, 1 Richard E. Byrd Terminal Drive, Suite C, Richmond International Airport, VA 23250, or by fax to (804) 652-2605.

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