

# CIVIL RIGHTS FACT SHEET



The purpose of the civil rights statement is to inform applicants, participants and potentially eligible persons of the policy of nondiscrimination and the procedure for filing a civil rights complaint to the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice.

All forms of communication available to the public regarding program availability must contain the appropriate civil rights statement. The civil rights statement must be prominently displayed on publications, websites, posters and informational materials mentioning USDOJ programs in bold print and no smaller than the general text of the document. The standard/full civil rights statement must be used whenever possible. Single page documents that do not have space for the full civil rights statement may contain a condensed version in a print size no smaller than the text used throughout the document.

## **Standard/Full Civil Rights Statement**

*In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.*

*To file a complaint of discrimination, write Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR), 810 7<sup>th</sup> Street, NW, Washington, DC 20531 or call 202-307-0690 (Voice) or 202-307-2027 (TDD/TTY). Individuals who are hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY), 877-877-8982 (Speech) or 800-845-6136 (Spanish).*

## **Condensed Civil Rights Statement**

*The USDOJ and <organization name> are equal opportunity providers and employers.*

## **What you need to do for compliance**

Check your agency's publications, websites, posters and information materials for a civil rights statement.

If the civil rights statement is missing on a publication, include this civil rights statement the next time these publications are revised or reprinted. Print copies of this statement and attach to the current supply of publications until the next revision and reprinting.