Dear Sir or Madam:

Enclosed is the complaint form you requested along with instructions for completing the form. Please carefully read the instructions before you fill out the complaint form.

Please be aware that if the complaint is accepted by the Iowa Civil Rights Commission (ICRC), a photocopy of the complaint form, as well as any additional materials submitted, will be mailed to the party(ies) you are filing against (Respondents).

Be mindful of timeliness when filing with the ICRC. The complaint must be filed within 300 days of the most recent discriminatory incident.

If you have any questions regarding any of the information provided in this mailing, please contact our Intake staff:

---------------EMPLOYMENT AND NON-HOUSING COMPLAINTS---------------

Ramona Ubaldo  
Phone: 800-457-4416, opt. 1, ext. 14437; or 515-281-4430  
Email: ramona.ubaldo2@iowa.gov

Alexandra Cleverley  
Phone: 800-457-4416, opt. 1, ext. 10337; or 515-281-0337  
Email: alexandra.cleverley@iowa.gov

---------------HOUSING COMPLAINTS---------------

Kerry Hainline  
Phone: 800-457-4416, opt. 1, ext. 25556; or 515-242-5556  
Email: kerry.hainline@iowa.gov

Sincerely,

The Iowa Civil Rights Commission  
Intake Staff

Enclosures: Complaint Form, Instructions