

# How to Use the Incident Report Form

If you are refused access to fair and equal services and facilities, you can issue a NOTICE OF DISCRIMINATION to the **individual** who is violating your Constitutional Civil Rights.

## Say this to the person violating your rights:

1. "Are you aware this business is defined as a place of "public accommodation" and therefore you are prohibited from denying my access to fair and equal services and facilities?"
2. "I am issuing you a NOTICE OF DISCRIMINATION and I am filling out an incident report form to be filed with the U.S. Department of Justice."
3. "Criminal charges will be filed against you with the information in this document."

## Do this:

1. Read the NOTICE OF DISCRIMINATION **out loud** so everyone can hear exactly what you are doing.
2. Fill out the NOTICE OF DISCRIMINATION, and if the person refuses to sign it, put a check at the area at the bottom of the document.
3. If you only have one copy, take a picture of the document for your own records and GIVE the NOTICE OF DISCRIMINATION to the individuals violating your rights.

## OPTIONS:

1. If the proprietor requests you to leave the premises, **you can call the Sheriff** to report harassment and intimidation. You can also call to **report a crime in progress** and **file criminal charges** against the person violating your rights.
2. OR, you can leave the premises after you finish filling out the NOTICE.
3. If they force you to leave the premises, take a picture of the person violating your rights so you can identify the person when you pursue criminal charges.
4. If you are not able to leave the NOTICE, you should mail it using certified mail to the individual and business establishment.
5. File your CIVIL RIGHTS complaint with the U.S. Department of Justice here:  
<https://civilrights.justice.gov/>