

# Application Complaint (Type A): Fair Criminal Record Screening



The Fair Criminal Record Screening Amendment Act of 2014 prohibits District employers with 11 or more employees from asking about arrests, criminal accusations, or criminal convictions on an application or during the interview process (exceptions apply). **If criminal background information is asked about on an application, please complete this form.** To file a complaint about an alleged violation during the interview process or after a conditional job offer was revoked, please obtain and complete the "Interview Process Complaint (Type B) Form." More information about the law is available by visiting or calling the Office of Human Rights, or at [ohr.dc.gov/page/returningcitizens](http://ohr.dc.gov/page/returningcitizens). *Fields with asterisks (\*\*) are required.*

## Jurisdiction

To file a complaint, the alleged violation must meet the following criteria (please check the required boxes):\*\*

It occurred in the District of Columbia or is related to an employment position in the District of Columbia.

It occurred on or after the law's effective date of December 17, 2014.

The employer has 11 or more employees.

## Complainant Information

Complainant Name\*\*

Complainant Address

Complainant Preferred Telephone Number

Complainant Email Address

Complainant Language Preference

Do you need a reasonable accommodation?\*\*

Yes      No

If yes, please explain here.

## Incident Information

Date Alleged Violation Was Discovered\*\*

Employer Name\*\*

Employer Address\*\*

Employer Telephone Number

Job Position (if specified)

What type of application?

Online

Paper (attach to this form or email, if possible)

Other (please specify): \_\_\_\_\_

Provide hyperlink to application if online (optional):

## How did you find out about the Office of Human Rights (check all that apply)?

Family or Friend

DC Government or 311

OHR Advertisement

OHR Website or Internet

OHR Social Media

OHR Brochure or Flyer

Lawyer/Legal Clinic

Community Organization

Event or Training

Other: \_\_\_\_\_

\* Exceptions exist for employers where law requires they consider an applicant's criminal history; when a position is designated to encourage employment of those with criminal histories; and those who provide programs or services to minors or vulnerable adults.

Please return this form by mail or in-person to 441 4th Street NW, Suite 570N, Washington DC, 20001 or by email to [ohr.intake@dc.gov](mailto:ohr.intake@dc.gov).