

**Louisiana Department of Public Safety and Corrections, Public Safety Services**  
**Title VI Complaint Procedure for Office of State Police, Office of Motor Vehicles, and**  
**Office of State Fire Marshal**

The Louisiana Department of Public Safety and Corrections, Public Safety Services, Title VI Complaint Procedure and Title VI Policy Statement are made available in the following locations:

- Department Websites
  - Headquarters Offices
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Any person who believes that they have been discriminated against on the basis of race, color, national origin, disability, low-income, age, sex, or limited English proficiency under any program or activity for which the **Louisiana Department of Public Safety and Corrections, Public Safety Services, (LA DPS PSS)** receives Federal assistance, may file a complaint by completing and submitting the agency's *Title VI and Related Authorities Complaint Form*. Assistance may be provided by Federal agencies including but not limited to the U.S. Department of Homeland Security (DHS) and the U.S. Department of Transportation, through the Federal Motor Carrier Safety Administration (FMCSA).

The *Title VI and Related Authorities Complaint Form* must be filed with LA DPS PSS no later than 180 days after the date of the alleged discrimination. Within 10 days of receipt of the complaint, the Title VI Coordinator will send a letter acknowledging receipt of the complaint and informing the complainant of the action taken or proposed action to process the complaint. The Title VI Coordinator will also advise the complainant of other avenues of redress. Within 30 days of receipt of the Complaint, the Title VI Coordinator will cause an investigation of the Complaint to take place. A general investigation report, based on the information obtained, will be provided to the Deputy Secretary or their designee. Within 90 days of receipt of the Complaint, the Title VI Coordinator will notify the complainant in writing of the final decision reached regarding his or her Complaint, including the proposed disposition of the matter.



<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person, mail, or email as follows:

<p><b>In Person:</b></p> <p>LA DPS PSS, Title VI Coordinator 7979 Independence Blvd., Ste. 307 Baton Rouge, LA 70806 Telephone Number: (225) 925-3639</p>	<p><b>Mail:</b></p> <p>LA DPS PSS Title VI Coordinator, Compliance Program Section, Office of Legal Affairs, P.O. Box 66614, Box B-4, Baton Rouge, LA 70896-6614</p> <p><b>Email:</b> PSS.CPS@LA.GOV</p>
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