

# How to File a Complaint

The New York State Division of Human Rights only handles matters related to unlawful discrimination.

If you feel you have been subjected to discrimination in housing, employment, credit, places of public accommodation, volunteer firefighting, or private non-sectarian educational institutions based on age, creed, race, color, sex, sexual orientation, national origin, disability, pregnancy-related condition, domestic violence victim status, marital status, military status, arrest record, conviction record, predisposing genetic characteristics or familial status you can file a discrimination complaint with the Division of Human Rights.

**COMPLAINTS WITH THE DIVISION MUST BE FILED WITHIN ONE YEAR OF THE MOST RECENT INCIDENT OF DISCRIMINATION OR YOU MAY BE ABLE TO FILE DIRECTLY IN STATE COURT WITHIN THREE YEARS OF THE INCIDENT. FILING WITH THE DIVISION IS FREE OF CHARGE.**

Ways to file a complaint:

- File a complaint in person by visiting one of the Division's 12 offices in New York State. Locations are listed on the back of this flyer. You can also visit our website at [www.dhr.ny.gov](http://www.dhr.ny.gov) or call our toll-free number 1-888-392-3644 for more information.
- Visit our website and download a complaint form. Complete and sign it before a notary public and return it by mail or in person to one of the Division's offices.
- Contact any of the Division's regional offices by telephone or mail to obtain a complaint form and to request assistance in filing the complaint.

Regardless of the way you file a complaint be prepared to do the following:

- Identify and provide contact information whenever possible of the individuals, if any, who saw or heard something that can support your claim of discrimination.
- Identify any other individuals who, in a situation similar to yours, may have been treated differently or the same by the alleged discriminator.
- Provide specific details such as dates, statements and circumstances of the discriminatory incident.

# Division of Human Rights Offices

## HEADQUARTERS

### **The Bronx**

One Fordham Plaza  
Fourth Floor  
Bronx, NY 10458  
Tel. (718) 741-8400  
Toll Free Number  
(888) 392-3644

## REGIONAL OFFICES

### **Albany**

Agency Building 1, 2nd Floor  
Empire State Plaza  
Albany, New York 12220  
Tel. (518) 474-2705 (or 2707)

### **Binghamton**

44 Hawley Street, Room 603  
Binghamton, NY 13901  
Tel. (607) 721-8467

### **Brooklyn**

55 Hanson Place, Room 304  
Brooklyn, NY 11217  
Tel. (718) 722-2856

### **Buffalo**

65 Court Street, Suite 506  
Buffalo, NY 14202  
Tel. (716) 847-7632

### **Long Island (Suffolk)**

250 Vet. Memorial Hwy.  
Suite 2B-49  
Hauppauge, NY 11788  
Tel. (631) 952-6434

### **Long Island (Nassau)**

50 Clinton Street  
Suite 301  
Hempstead, NY 11550  
Tel. (516) 539-6848

### **Manhattan**

163 West 125th Street  
Fourth Floor  
New York, NY 10027  
Tel. (212) 961-8650

### **Office of Sexual Harassment Issues/Queens**

55 Hanson Place, Room 900  
Brooklyn, NY 11217  
Tel. (718) 722-2060

### **Rochester**

One Monroe Square  
259 Monroe Avenue  
Suite 308  
Rochester, NY 14607  
Tel. (585) 238-8250

### **Syracuse**

333 East Washington Street  
Room 543  
Syracuse, NY 13202  
Tel. (315) 428-4633

### **White Plains**

7-11 South Broadway  
Suite 314  
White Plains, NY 10601  
Tel. (914) 989-3120