

Department of State
Title VI Nondiscrimination Statement and Policy

- I. **Nondiscrimination Statement:** The Tennessee Department of State ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations so that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance from the Department of State on the grounds of race, color, or national origin.
- II. **Application.** All employees of or applicants to the Department of State or any program administered by the Department of State; all members of the public seeking services offered by the Department of State.
- III. **Policy:** In accordance with Title VI of the Civil Rights Act of 1964, the Department of State will not, on the basis of race, color or national origin:
- Deny any person services, assistance, or any other benefit for which the person is qualified;
 - Provide any person with a service different from that provided to others under the same program;
 - Subject any person to separate treatment in any manner related to services, aid or other benefits;
 - Limit any person in any way in the use of services, facilities, or any other advantages, privileges or benefits provided under any program;
 - Treat any person differently from others in deciding whether the person meets requirements to receive aid, care, service or other benefit;
 - Deny any person, or offer an opportunity different from that offered to others, in any program or service;
 - Adopt methods that limit participation by any group of recipients or subject them to discrimination; or
 - Refer any person to agencies that do not obey civil rights laws.
- IV. **Complaint Procedures.** If you believe that you or others protected by Title VI have been discriminated against, you may file a written, signed and dated complaint with the Title VI Coordinator of the Department of State within 180 days of the alleged discrimination. A complaint form can be found on the Department of State's website at www.sos.tn.gov. The complaint should be submitted to:

Tennessee Department of State
Attn: Rose Case, Title VI Coordinator
312 Rosa L. Parks Blvd.
Nashville, Tennessee 37243

If you disagree with the determination of the Title VI Coordinator, you may appeal to the federal agency that provides funds to the Department of State. If you do not know which agency provides federal funding, you may contact the Department of Justice at the following address:

U.S. Department of Justice
Civil Rights Division
Coordination and Review Section
P.O. Box 66560
Washington, D.C. 20035-6560
(202) 307-2222 (Voice)
(202) 307-2678 (TDD)

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Employee Acknowledgement

I acknowledge receipt and understanding of the Department of State's Title VI Nondiscrimination Statement and Policy.

Employee Signature

Employee Name (please print)

Date