



How to Make a Charge Referral to IER

U.S. Department of Justice | Civil Rights Division | Immigrant & Employee Rights Section

Where to Send a Referral

A charge referral can be sent to IER by:

Email: IERCRT@usdoj.gov (preferred)

Fax: (202) 616-5509 (if under 25 pages)

Mail:

U.S. Department of Justice
Civil Rights Division
Immigrant and Employee Rights Section
950 Pennsylvania Avenue, NW (NYA)
Washington, DC 20530

What to Provide in a Referral

Please include:

1. Completed IER Charge Referral Form (page 2)
2. Any additional documents, statements, or completed forms provided by the Charging Party.

Getting Help

To speak with an IER representative about the referral process generally or to consult about this specific referral, call IER at (202) 616-5594 (Monday-Friday, 9 am - 5 pm Eastern) and ask to speak with a Special Litigation Counsel. Questions about a referral may also be directed to IERReferral@usdoj.gov.

U.S. Department of Justice, Civil Rights Division
 Immigrant and Employee Rights Section (IER)
Referral Transmittal Information Sheet

Name of Referring Agency				City, State			
Matter Name Used by Your Agency				Case No. Assigned by Your Agency			
Date Filed		Discrimination Date		Charging Party's Primary Language			
Name of Assigned Attorney/Investigator			Telephone Number			Email Address	
Will your agency continue to investigate any aspect of this charge?						Yes	No
If "Yes," identify what aspects of the charge remains under investigation by your agency.							
Has the Charging Party filed a parallel charge with another agency?						Yes	No
If "Yes," identify the office/agency that received the referral and the nature of the referral.			City, State			Case Number, if known	
			Point of Contact, if known			Date Filed, if known	
Has all or part of this charge form been referred to another agency?						Yes	No
If "Yes," identify the office/agency that received the referral and the nature of the referral.			City, State			Case Number, if known	
			Point of Contact, if known			Date referred	
Accompanying Documents							
	Agency intake documents		Charging Party submissions		Respondent submissions		Other, specify below
Description of Additional Documents Enclosed							
Comments							