

**LANGUAGE BARRIER REPORTING FORM (ENGLISH)**  
**Non-Compliance with the Dymally-Alatorre Bilingual Services Act**

This form may be translated into another language upon request.  
 Please contact the Equal Employment Rights and Resolution Office at (916) 210-7580.

California Department of Justice  
 Office of the Attorney General  
 Equal Employment Rights and Resolution Office  
 1300 I Street  
 Sacramento, CA 95814  
 (916) 210-7580

If you feel we have been unable to serve you because of language barriers or non-compliance with the Dymally-Alatorre Bilingual Services Act, the Department of Justice may be able to provide additional assistance in serving your requested needs.

Please provide the following information and we will attempt to resolve your concern(s) in a timely manner.

First Name:	Last Name:	
Address:	City:	Zip Code:
Day Phone:	E-mail:	

Name of Program/Unit/Section Contacted:	
Phone Number Contacted:	Name of Individual(s) You Spoke With:
Location of Service (address if known):	
Date Service Sought:	

Please describe the service(s) you sought and any other information that might be helpful in resolving your concerns:

You may file a complaint of lack of adequate access to your language against our department with the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, or the United States Department of Justice, Office of Civil Rights (U.S. Department of Justice, Civil Rights Division), 950 Pennsylvania Ave., NW, Washington, DC 20530-0001.

## Privacy Notice As Required by Civil Code § 1798.17

### Language Barrier Reporting (English) - Form JUS 8864

**Collection and Use of Personal Information.** The Executive Programs in the Department of Justice collects the information requested on the "Language Barrier Reporting Form (English)", as authorized pursuant to the Dymally-Alatorre Bilingual Services Act, Government Code section 7290 et seq. (the Act). The Executive Programs uses this information to further the intent of the Act to provide effective communication between the state government and the people of this state who are precluded from utilizing public services because of language barriers, as set forth in Government Code section 7291; and also to promote compliance with other provisions of the Act under Government Code sections 7292(a) and 7299.4, subsections (a) and (d). In addition, any personal information collected by state agencies is subject to the limitations found in the Information Practices Act, Civil Code section 1798 et seq., and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** Completing this form, by providing your personal information and a description of the services you sought and the language barrier that impeded your receipt of those services, is voluntary. However, if you do not give identification and contact information, and/or you do not provide information about the services that you sought and how your receipt of those services was impeded by a language barrier, then the DOJ may not be able to resolve your particular language barrier concerns and provide the requested services.

**Access to Your Information.** If you request to do so, you are permitted to inspect all the personal information in any records about you maintained by the DOJ, as provided under the Information Practices Act and other applicable laws. See below for contact information.

**Possible Disclosure of Personal Information.** In order to provide effective communication between the Executive Programs and members of the public who are impeded from utilizing the DOJ's public services because of a language barrier, the Equal Employment Rights & Resolution Office may need to share the personal information you give with other units within the DOJ.

The information you provide may also be disclosed in the following circumstances:

- o With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law; such as for licensing, certification, or regulatory purposes.
  
- o To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or how to access your personal information maintained in records about you, you may contact the Equal Employment Opportunity Officer, P.O. Box 944255, Sacramento, CA 94244, [EERRForms@doj.ca.gov](mailto:EERRForms@doj.ca.gov), (916)210-7580.