



DHR > Filing a Charge  
**Charge Process**

**Intake**

The Department of Human Rights' Intake Unit can assist you in preparing a charge of discrimination. A charge of discrimination must be filed **within 180 days** after the alleged discriminatory action, or **one year** for a Housing case.

**Information Needed**

When you file a charge of discrimination, you will need to give us as much detailed information as possible:

- Give us your full name, mailing address and a phone number where you can be reached, or information for a contact person if you cannot be reached. You are responsible for notifying IDHR of any changes.
- Give accurate and complete information of the employer, (refer to your IRS W-2 form for the correct legal name of the employer), union, other organization or person that you believe discriminated against you. Include name(s), address (es) and telephone number(s).
- Give the most recent date the alleged discrimination took place.
- Provide names and contact information for any witnesses and copies of any relevant documents.

**How to File a Charge**

To file a charge of discrimination under the **Illinois Human Rights Act**, contact us by one of the two methods below:

**1). In Person**

Print, complete and sign a Complainant Information Sheet ("CIS") from the links at the bottom of this page. Bring the completed and signed CIS with you when you come.

Intake staff will interview you and, if you allegations are covered by the Act, will draft a charge which you must sign; non-housing charges must also be notarized. IDHR staff does not suggest reasons to file, but will discuss the various types of discrimination and explain the procedures for filing a charge. In addition, IDHR may refer you to other agencies where appropriate.

**Important**

**Office hours: Monday through Friday, 8:30 A.M. to 5:00 P.M.**  
**Intake Interviews: Monday through Thursday, 8:30 A.M. to 3:00 P.M.**  
**No intake interviews are conducted on Fridays.**

- ▶ You do not need an appointment.
- ▶ A photo i.d. is required to enter the Chicago office.
- ▶ Walk-ins are taken on a first come, first served basis.
- ▶ No walk-ins are taken on Fridays.

**Locations**

▶ Department offices in Chicago and Springfield are located at:

<b>Chicago Office</b>	<b>Springfield Office</b>
100 West Randolph Street 10th Floor Intake unit Chicago, IL 60601	222 South College Intake Unit Springfield, IL 62704
<b>(312) 814-6200</b>	<b>(217) 785-5100</b>
<b>(866) 740-3953 (TTY)</b>	<b>(866) 740-3953</b>
<b>(312) 814-1436</b>	<b>(TTY)</b>
<b>(FAX - Administration)</b>	<b>(217) 785-5106</b>
<b>(312)814-2397</b>	<b>(FAX)</b>

**FILING A CHARGE**

- Complainant FAQ's
- Employment
- Fair Housing
- Fair Housing Resources for Municipalities
- Financial Credit
- IDHR Forms
- Jurisdiction Chart
- LGBT and Fair Housing
- Path of a Charge
- Public Accommodations
- Sexual Harassment in Education

(FAX - Public Contracts)

### Accommodations for Persons with Disabilities

Persons with disabilities who need accommodations to participate in IDHR programs should request such help from the Americans with Disabilities Act Coordinator. You may contact the Coordinator by using one of the following methods listed below:

- Call (217) 785-5119 (Voice) or (866) 740-3953 (TTY);
- Fax to (217) 785-5106;
- Email the **Coordinator**; or
- Write to the Coordinator at 222 S. College, Room 101, Springfield, IL 62704.

### Legal Guardian

Only a parent or legal guardian may file a charge on behalf of a minor or other person who has a guardian appointed to manage his/her affairs. Persons under the age of **18** are considered minors under state law.

### Non-English Speaker

If you need an interpreter for another language, you may bring someone to interpret for you. The interpreter must be over the age of 18. IDHR may be able to provide an interpreter with a 24 hour notice.

### 2). In Writing

If you prefer to contact IDHR in writing, print and complete a Complainant Information Sheet (CIS).

A completed CIS may be submitted by mail or facsimile to (312) 814-6251. Submitting the CIS does not mean you have filed a charge.

## Complainant Information Sheet (CIS)

Please select from the list below the Intake Complainant Information Sheet (CIS) that pertains to the area of your discrimination allegation:

[Employment](#)

[Public Accommodations](#)

[Financial Credit](#)

[Sexual Harassment in Education](#)

[Fair Housing](#)

## Attorneys

Charge filing forms and instructions are available at the link below.

[Attorney Packet](#)

**These forms are available in "PDF" format. Viewing "PDF" files requires Acrobat Reader.**

For a free download of Acrobat Reader, [click here](#).

**Additional Information on the processing of charges is available through the following links:**

- [How Long Does the Process Take?](#)
- [Path of a Charge \(graphic\)](#)
- [Procedures for Housing Charges](#)
- [Procedures for Non-Housing Charges](#)
- [IDHR Credibility Notice to Parties, \[ Español \]](#)
- [Human Rights Commission](#)
- [Federal Agencies and Courts](#)

## Case Status

For information about the status of a pending charge, contact

**Case Status Inquiry: [E-mail](#) or call (312) 814-4294**

← [Back to Process](#)



## Quick Links

### IDHR

- [About Us](#)
- [Contact IDHR](#)
- [Director's Office](#)
- [Directions & Parking](#)
- [Disability Programs](#)
- [Discrimination Study](#)
- [IDHR Reports](#)
- [Staff Recruitment/Employee Services](#)

### PUBLIC CONTRACTS

- [Audit Questionnaire](#)
- [Check the Status of an IDHR Eligibility Number](#)
- [FAQs - Employer Eligibility Number \(PC-1\)](#)
- [First Time/Renewal DHR Employer Report Form \(PC-1\)](#)
- [First Time/Renewal Employer Location\(s\) Report Form \(PC-1A\)](#)
- [IDHR Eligibility Number](#)
- [Model Employer Sexual Harassment Policy](#)
- [Vendor Change of Address Form](#)
- [Vendor Change of Company Name Form](#)
- [Vendor On-Line Registration](#)

### AREAS OF PROTECTION

- [Employment](#)
- [Fair Housing](#)
- [Financial Credit](#)
- [Pregnancy](#)
- [Public Accommodations](#)
- [Sexual Harassment in Education](#)

### FOR RESPONDENTS

- [Path of a Charge](#)
- [Respondent](#)
- [Tips for Preventing Discrimination](#)

### COMPLAINANT RIGHTS & RESPONSIBILITIES

- [Complainant FAQ's](#)
- [File Request Form](#)
- [Filing a Charge](#)
- [Human Rights Rules & Regulations](#)
- [Illinois Human Rights Act](#)
- [Investigation Forms](#)
- [Jurisdiction Chart](#)

### OTHER

- [Fair Housing Resources for Municipalities](#)
- [FOIA \(Freedom of Information Act\)](#)
- [LGBT and Fair Housing](#)
- [Newsroom](#)