

HRC Case # _____

CONFIDENTIAL

Please mail or deliver in person in a sealed envelope to:

Human Relations Commission
 c/o Borough Manager
 Borough Office
 59 East High Street
 Gettysburg, PA 17325

Responses must be submitted within 30 days of receipt of the Complaint.

RESPONSE

Complainant (Individual Filing Complaint)	Respondent (Person/Entity Answering Complaint)
Name:	Name:
Address:	Person authorized to file on behalf of Respondent if Respondent is an organization:
City:	Title:
State:	Address:
Zip:	City:
	State:
	Zip:
	Phone number:

The Undersigned Respondent or its authorized representative acknowledges receipt of Complaint HRC Case No. _____ and hereby responds to that Complaint. (PLEASE RESPOND SPECIFICALLY TO THE COMPLAINT ALLEGATIONS.)

If there are additional facts you believe should be considered, record them on additional pages, INITIAL EACH ADDITIONAL PAGE and attach them to this form. If you have any documents, letters or receipts that back up your Response, please copy them and attach them to this Complaint.

If you have a basis for challenging the jurisdiction of the Gettysburg Human Relations Commission to deal with the Complaint, please specify the basis for such challenge here:

I hereby verify that the statements contained in this Answer are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsifications to authorities.

Date: _____

**Signature of Respondent or person
authorized to sign on behalf of
Respondent if Respondent is an
organization**

Organization Name if applicable:

Title: