STATE OF CALIFORNIA –DEPARTMENT OF BUSINESS OVERSIGHT
REQUEST FOR APPROVAL OF NEW OR REVISED FORM
DBO - ADM 524 (Rev. 08-13)

Suggested Form Title:	Language Access Complaint Form	(X) New ( ) Revised

Law(s) Involved:	Division(s) to Use Form
Government Code 7290-7299.8 Dymally-Alatorre Bilingual Services Act Title VI of the Civil Rights of 1964 Executive Order 13166	All Divisions.

Proposed Use/Purpose of Form (Briefly explain the reason(s) why this form is necessary. If the form is being revised, explain why this revision is necessary.)

This form will allow the public to complain about denial of services due to language barriers and give DBO the opportunity to improve its services to the limited and non-English speaking public. This complaint form must be made accessible on the Homepage of DBO's extranet webpage.

If the form is being revised, give old form number and date of form currently in use:	Proposed disposition of any current stock on hand: ( ) Deplete ( ) Destroy

If the form is multi-page, give the desired printing format:
(X) Print one side ( ) Book fashion ( ) Head-to toe ( ) Signature/fold

( ) Other (Describe) _____

Estimated Total Annual Usage (Statewide)	300	Annual Usage By Office	LA	SF	SAC	SD
			100	50	75	75

Form will be available through: ( ) Hard Copy ( ) Dept. Website (X) Both

Frequency of use (X) Daily ( ) Weekly ( ) Monthly ( ) Other _____

Department Forms Management Coordinator's Use only

Assigned Form Number/Title

APPROVALS

Printed Name	Date	Signature
Leon R. Medina, EEO Officer Originator	5/14/15	Leon R. Medina
Jan Lynn Owen, Commissioner Division/Unit Forms Coordinator	5-15-2015	[illegible]
Law and Policy Division (Required if form appears in Title 10)		
Andy Chan Department Forms Management Coordinator		