



## **Texas Women's Privacy Act (SB8) Complaint Intake Form**

State law requires that certain public facilities in government-owned buildings be designated for use based on biological sex.

If you think the City of San Antonio is not in compliance with the law, you may submit this complaint form. Once submitted, the City will acknowledge receipt and investigate. This complaint form is limited to buildings and facilities owned or operated by the City of San Antonio. If your complaint involves a facility owned by Bexar County or another government entity, please direct your complaint to them.

There are 5 steps to complete the form:

1. Complainant's Information
2. Complaint Details
3. Other Reports or Discussions about this Complaint
4. Confirmation
5. Submission

### **Important Notes:**

The City of San Antonio cannot guarantee the complaint information will remain confidential. The Texas Public Information Act allows the public release of any information held by the City of San Antonio. Your name and complaint may be made public if the City of San Antonio receives a request for the information.

Fields marked with an asterisk (\*) are required for the form to be considered submitted.

### **Accommodations:**

If you need assistance completing this form, or if it is needed in another language or an alternate format, please send an email to [civilrightsoffice@sanantonio.gov](mailto:civilrightsoffice@sanantonio.gov) or call 210-207-8911.

## Complainant's Information (Step 1 of 5)

Information about you, the individual submitting the complaint.

Full Name\*: \_\_\_\_\_

Salutation (e.g., Ms., Mr., Dr.), optional: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip code: \_\_\_\_\_

E-mail\*: \_\_\_\_\_

## Incident Report (Step 2 of 5)

Details about the event or situation you are reporting.

Date of incident\*: \_\_\_\_\_

Name of City Facility\*: \_\_\_\_\_

Address of City Facility\*: \_\_\_\_\_

Description of why you believe the City facility listed above is not in compliance with SB8\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Other Reports or Discussions about this Complaint (Step 3 of 5)

Did you report or discuss this complaint with a city representative? ☐ Yes ☐ No

If yes, provide:

Name of City Employee: \_\_\_\_\_

Job Title of City Employee: \_\_\_\_\_

## Confirmation (Step 4 of 5)

☐ \* I swear or affirm that all the information contained in the complaint is true to the best of my knowledge and information.

Printed Name: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

## Submit Form (Step 5 of 5)

Submit your completed form by:

Email: [civilrightsoffice@sanantonio.gov](mailto:civilrightsoffice@sanantonio.gov)

Please submit this form in person or by mail to:

Office of the City Clerk  
City Tower  
100 W. Houston, Concourse Level  
San Antonio, TX 78205

In-person drop-off hours are 8:00 a.m. to 4:30 p.m. Monday to Friday. Go to the City Tower Information Desk for assistance.