Human Rights Council

Complaint Procedure Form

- You are kindly requested to submit your complaint in writing in one of the six official UN languages (Arabic, Chinese, English, French, Russian and Spanish) and to use these languages in any future correspondence;
- Anonymous complaints are not admissible;
- It is recommended that your complaint does not exceed eight pages, excluding enclosures.
- You are kindly requested not to use abusive or insulting language.

I. Information concerning the author (s) of the communication or the alleged victim (s) if other than the author

Individual 🗌	Group of individuals	NGO	Other
Last name:			
First name(s):			
Nationality:			
Address for corres	pondence on this complaint:		
Tel and fax: (pleas	e indicate country and area code)		
E-mail:			
Website:			
Submitting the cor	nplaint:		
On the author's ow	n behalf:		
On behalf of other	persons: (Please specify:)	

II. Information on the State concerned

Name of the State concerned and, as applicable, name of public authorities responsible for the alleged violation(s):

III. Facts of the complaint and nature of the alleged violation(s)

The complaint procedure addresses consistent patterns of gross and reliably attested violations of all human rights and all fundamental freedoms occurring in any part of the world and under any circumstances.

Please detail, in chronological order, the facts and circumstances of the alleged violations including dates, places and alleged perpetrators and how you consider that the facts and circumstances described violate your rights or that of the concerned person(s).
IV Exhaustion of domestic remedies
IV. Exhaustion of domestic remedies
1- Steps taken by or on behalf of the alleged victim(s) to exhaust domestic remedies—please provide details on the procedures which have been pursued, including recourse to the courts and other public authorities as well as national human rights institutions*, the claims made, at which times, and what the outcome was:
1- Steps taken by or on behalf of the alleged victim(s) to exhaust domestic remedies—please provide details on the procedures which have been pursued, including recourse to the courts and other public authorities as well as national human rights institutions*,

^{*} National human rights institutions, established and operating under the Principles Relating to the Status of National Institutions (the Paris Principles), in particular in regard to quasi-judicial competence, may serve as effective means of addressing individual human rights violations.

V. Submission of communication to other human rights bodies			
1- Have you already submitted the same matter to a special procedure, a treaty body or other United Nations or similar regional complaint procedures in the field of human rights?			
2- If so, detail which procedure has been, or is being pursued, which claims have been made, at which times, and the current status of the complaint before this body:			
VI. Request for confidentiality			
In case the communication complies with the admissibility criteria set forth in Council resolution 5/1, kindly note that it will be transmitted to the State concerned so as to obtain the views of the latter on the allegations of violations.			
Please state whether you would like your identity or any specific information contained in the complaint to be kept confidential.			
Request for confidentiality (<i>Please tick as appropriate</i>): Yes \(\subseteq \text{No } \subseteq \)			
Please indicate which information you would like to be kept confidential			
Date: Signature:			
N.B. The blanks under the various sections of this form indicate where your responses are required. You should take as much space as you need to set out your responses. Your complaint should not exceed eights pages.			
VII. Checklist of supporting documents			
Please provide copies (not original) of supporting documents (kindly note that these documents will not be returned) in one of the six UN official languages.			
- Decisions of domestic courts and authorities on the claim made (a copy of the relevant national legislation is also helpful):			

- Complaints sent to any other procedure mentioned in section \boldsymbol{V} (and any decisions

- Any other evidence or supporting documents deemed necessary: \square

taken under that procedure):

VIII. Where to send your communications?

Office of the United Nations High Commissioner for Human Rights Human Rights Council Branch-Complaint Procedure Unit OHCHR- Palais Wilson United Nations Office at Geneva CH-1211 Geneva 10, Switzerland

Fax: (+41 22) 917 90 11 E-mail: <u>CP@ohchr.org</u>

Website: http://www.ohchr.org/EN/HRBodies/HRC/Pages/HRCIndex.aspx