

29 C.F.R. § 1626.8

Contents of charge; amendment of charge.

(a) In addition to the requirements of § 1626.6, each charge should contain the following:

- (1) The full name and contact information of the person making the charge except as provided in § 1626.8(d) below;
- (2) The full name and contact information of the person against whom the charge is made, if known (hereinafter referred to as the respondent);
- (3) A clear and concise statement of the facts, including pertinent dates, constituting the alleged unlawful employment practices;
- (4) If known, the approximate number of employees of the prospective defendant employer or members of the prospective defendant labor organization.

This document is only available to subscribers. Please [log in](#) or [purchase access](#).

[Purchase Login](#)