

161—3.14(216) Document submission process.

3.14(1) *Methods of filing.* Any document, including a complaint of discrimination, may be filed by any one of the following methods:

- a. By in-person delivery to the agency office during set office hours.
- b. By regular or certified mail.
- c. By fax. For fax transmissions, the sender may be billed a reasonable fee for each page in excess of five pages.
- d. By electronic mail to the agency-established electronic mail address.

3.14(2) *Date of filing.* The date on which any document is deemed to be filed with the agency is determined according to the following:

- a. On the date of in-person delivery.
- b. Any document received by U.S. mail will be filed as of the mailing date pursuant to subrule 3.14(3).
- c. Any document received by fax will be filed as of the date shown on the face of the fax.
- d. Any document received by electronic mail will be filed as of the date received.

3.14(3) *Proof of mailing.* Proof of mailing includes either a legible United States Postal Service postmark on the envelope, a certificate of service, a notarized affidavit, or a certification in substantially the following form: “The undersigned certifies under penalty of perjury and pursuant to the laws of Iowa that, on (date of mailing), I mailed copies of (describe document) addressed to the Iowa Office of Civil Rights, 6200 Park Avenue, Suite 100, Des Moines, Iowa 50321, and to the names and addresses of the persons listed below by depositing a copy thereof (in a United States post office mailbox with correct postage properly affixed or state interoffice mail). (Date) (Signature).”

3.14(4) *Conflict among proofs of mailing.* The date of mailing is the date shown by the postmark. In the absence of a legible postmark, the date of mailing is the date shown by the postage meter mark. In the absence of both a legible postmark and a legible postage meter mark, the date of mailing is the date shown by the affidavit, certificate, or certification of mailing.

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