



# COMPLAINT FORM

**1. RESPONDENT (The person against whom the complaint is being made):**

\_\_\_\_\_  
*Name* *License Number (if known)*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone* *Fax*

\_\_\_\_\_  
*Email* *Other Information*

**2. COMPLAINANT (The person making the complaint):**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone* *Fax*

\_\_\_\_\_  
*Email* *Best time to contact you*

**3. PROJECT ADDRESS (if applicable):**

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City* *Parcel No. (if known)*

4. Do you have design plans prepared by the Respondent? Yes      No

5. Did you and the Respondent sign a written contract or letter of agreement? Yes      No



**6. DESCRIBE YOUR COMPLAINT.** Be specific. What happened? Who else is involved, including city or county agencies (names, addresses, phone numbers)? Give dates and details.

**7.** What do you want the Board to accomplish in resolving your complaint?

*By signing below, I declare that the information contained in this complaint, including any attached pages, is true and correct to the best of my knowledge and belief.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Mail this form and all supporting documentation to: **State of Nebraska Board of Engineers and Architects, PO Box 95165, Lincoln, NE, 68509-5165.** Include copies of ALL DOCUMENTS, including plans, letters, contracts, agreements, invoices, receipts, correspondence, photographs, etc. Do not send original documents. Attach extra pages if required – be as complete as possible.

**Board Use Only:** Date rec'd: \_\_\_\_\_ Complaint Number: \_\_\_\_\_