STATEMENT OF COMPLAINT

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF STATE

Harrisburg

In order for the Department of State to initiate an investigation of possible violations of the licensing, registration, certification or notary commission laws and regulations of the Commonwealth by a licensee, registrant, certificate holder or notary commission holder of the Department, the complainant must complete and sign this form. Failure to supply complete and accurate information may result in delayed processing of your complaint. Please be aware that pursuant to Act 25 of 2009, 63 P.S. §2205.1, if you submit a complaint anonymously, the Department will not be able to share any information pertaining to the complaint with anyone, including you. Please return this completed form to: **DEPARTMENT OF STATE, PROFESSIONAL COMPLIANCE OFFICE, 2601 NORTH THIRD STREET, P.O. BOX 2649, HARRISBURG, PA 17105-2649.**

TYPE OF COMPLAINT: ☐ PROFESSIONAL/OCCUPATIONAL LICENSE/CERTIFICATE/REGISTRATION ☐ NOTARY ☐ OTHER

A. COMPLAINANT INFORMATION

LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code) (HOME)	(WORK)		

B. COMPLAINANT'S ATTORNEY, IF ANY

LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	FIRM NAME		

C. NAME AND ADDRESS OF WITNESS, IF ANY

LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	If needed, is this witness willing to support your complaint by appearing at a hearing? ☐YES ☐ NO		

D. NAME AND ADDRESS OF SECOND WITNESS, IF ANY

LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	If needed, is this witness willing to support your complaint by appearing at a hearing? ☐YES ☐ NO		

NOTE: If additional witnesses are available, list names, addresses, and other pertinent data in a manner similar to above on 8½ x 11" paper.

E. ARE YOU WILLING TO APPEAR AT A HEARING IN HARRISBURG IF NECESSARY? ☐ **YES** ☐ **NO**

DEFENDANT INFORMATION

F. BUSINESS ESTABLISHMENT INVOLVED, IF ANY

LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	PROPRIETOR		

G. INDIVIDUAL INVOLVED, IF ANY

LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	LICENSE/REGISTRATION/ CERTIFICATE/COMMISSION TYPE AND NUMBER IF KNOWN		

H. THIS SECTION IS FOR NOTARY COMPLAINTS ONLY:

Expiration date of notary's commission if known *(this date should appear on the notary's stamp, printed beneath the notary seal)*:	Date of transaction for which this complaint is being filed:
_____	_____

I. DESCRIPTION OF COMPLAINT

Please describe your complaint in detail below. State the facts briefly and clearly. List services provided by the licensee, registrant, certificate holder or commission holder. Provide relevant dates. List fees paid for notary services, if applicable. Attach **copies** of related documents that support your complaint. Do **NOT** enclose original documents, as they cannot be returned to you. If you need more space to describe your complaint, please continue on additional 8½ x 11" sheet(s) of paper.

Complaints should be typewritten or clearly printed in black or blue ink.
Please keep a copy of your Statement of Complaint form for your records.

J. RESOLUTION

How would you like this complaint to be resolved?

_____

_____

_____

_____

_____

_____

_____

K. COMPLAINANT'S VERIFICATION

I verify that the facts and statements set forth in this complaint are true and correct to the best of my knowledge, information and belief. I understand that statements in this complaint are made subject to the criminal penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

x _____
(FIRST COMPLAINANT'S SIGNATURE)

DATE: _____

x _____
(SECOND COMPLAINANT'S SIGNATURE, IF ANY)

DATE: _____

x _____
(SIGNATURE OF PERSON COMPLETING THIS FORM, IF OTHER THAN COMPLAINANT)

DATE: _____

SUBMIT COMPLETED FORM BY MAIL TO: **Professional Compliance Office**
Department of State
2601 North Third Street, P.O. Box 2649
Harrisburg, PA 17105-2649
OR BY: **Fax 717 705-2882**

L. RECORDS RELEASE *(PLEASE COMPLETE IF IT APPLIES TO YOUR COMPLAINT)***.**

TO WHOM IT MAY CONCERN:

THIS WILL AUTHORIZE _____
(Name of physician, practitioner, hospital or clinic)
to release to the Department of State and its authorized representatives any pertinent medical records and copies of x-rays relating to

_____
(Patient's name)
for the purpose of investigating a complaint.

_____	_____
Signature	Witness
Date:	Date:

THANK YOU FOR BRINGING YOUR CONCERNS TO OUR ATTENTION.