



West Virginia State Board of Registration for Professional Engineers  
300 Capitol Street, Suite 910, Charleston, WV 25301

**COMPLAINT FORM**

PLEASE TYPE OR PRINT LEGIBLY AND RETURN TO THE ABOVE ADDRESS

DATE COMPLAINT SUBMITTED: \_\_\_\_ / \_\_\_\_ / 20\_\_

CASE NO. \_\_\_\_\_

FILING DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

**COMPLAINT ISSUED BY:**

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST (SR., JR., III)

ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY COUNTY STATE ZIP

E-MAIL ADDRESS: \_\_\_\_\_ FAX NUMBER: ( ) - \_\_\_\_\_

HOME PHONE: ( ) - \_\_\_\_\_ CELL PHONE: ( ) - \_\_\_\_\_ WORK PHONE: ( ) - \_\_\_\_\_

**COMPLAINT ISSUED AGAINST:**

BUSINESS / INDIVIDUAL NAME: \_\_\_\_\_  
FIRST MIDDLE LAST (SR., JR., III)

ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY COUNTY STATE ZIP

TELEPHONE: ( ) - \_\_\_\_\_ WV PE LICENSE No: \_\_\_\_\_

WV COMPANY COA No: \_\_\_\_\_

**COMPLAINT IS REGARDING:**

- ENGINEERING PRACTICE OR SERVICE
- CONDUCT LIKELY TO DECEIVE, DEFRAUD OR HARM THE PUBLIC
- PRACTICE WITHOUT A WV PROFESSIONAL ENGINEER'S LICENSE
- PRACTICE WITHOUT A CERTIFICATE OF AUTHORIZATION (COA)
- OTHER ALLEGED VIOLATION(S) OF WV ENGINEERING LAW: \_\_\_\_\_

**DETAILS OF COMPLAINT:**

PERSON(S) TO WHOM YOU COMPLAINED: \_\_\_\_\_

How?

- TELEPHONE DATE(S) \_\_\_\_\_
- REGULAR MAIL DATE(S) \_\_\_\_\_
- CERTIFIED MAIL DATE(S) \_\_\_\_\_
- OTHER DATE(S) \_\_\_\_\_

**ALLEGATIONS**

**BRIEFLY DESCRIBE YOUR COMPLAINT IN THE SPACE BELOW. IF ADDITIONAL SPACE IS NEEDED, USE A SEPARATE SHEET OF PAPER AND ATTACH TO THIS DOCUMENT, IN ADDITION TO COPIES OF ALL DOCUMENTS RELEVANT TO YOUR COMPLAINT SUCH AS CORRESPONDENCE, WITNESS STATEMENTS, DRAWINGS AND PLATS. DOCUMENTATION RECEIVED BY THE BOARD WILL NOT BE RETURNED.**

**RELEVANT DOCUMENTS OR INTERESTED PERSONS**

**LIST ALL RELEVANT DOCUMENTS AND THE NAMES AND ADDRESSES OF ALL OTHER KNOWN PARTIES WHO HAVE A DIRECT INTEREST OR POSSESS PERTINENT INFORMATION IN THIS MATTER, WHOSE TESTIMONY SHOULD BE CONSIDERED BY THE BOARD IN DETERMINING ITS FINAL DISPOSITION OF THIS COMPLAINT.**

**WHAT REMEDIAL ACTION DO YOU WANT THE BOARD TO CONSIDER?**

**CONFIDENTIALITY NOTICE:**

**Please be advised that, in order to insure procedural due process, this complaint will be forwarded to the respondent against whom you have filed this complaint. This complaint, any response and complaint-related materials are confidential while the matter is being investigated. Complaint files are not public records until the matter has been resolved. We ask for your cooperation in keeping this matter confidential while this complaint is pending.**

**AFFIDAVIT**

I, \_\_\_\_\_, DO HEREBY CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE AND ANY DOCUMENTS ATTACHED ARE TRUE COPIES. I AM AWARE THAT IF ANY STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT. I FURTHER STATE THAT I WILL VOLUNTARILY APPEAR AND TESTIFY TO THE FACTS IN THIS COMPLAINT IF CALLED UPON BY THE BOARD.

\_\_\_\_\_  
SIGNATURE OF COMPLAINANT

ACKNOWLEDGED BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)