

## **TEXAS DEPARTMENT OF LICENSING & REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157 www.tdlr.texas.gov

## **COMPLAINT FORM**

## Texas Department of Licensing and Regulation (Department)

Enforcement Division
P.O. BOX 12157 AUSTIN, TEXAS 78711-2157
(800) 803-9202 (512) 539-5600
Fax (512) 539-5698
Intake-complaints@tdlr.texas.gov

Date Received: (For Department Use Only)

A complaint must be filed **within two years** of the event giving rise to the complaint. In the event a case is opened for investigation, a copy of the complaint and all related documentation may be provided to the person or entity that the complaint is against in accordance with the Enforcement Division's complaint resolution procedures. This information may include your name and contact information. Under the Texas Public Information Act, the complaining party's identity is subject to release.

	st leave this section blank.	r complaint anonymously, and ensure your  If a complaint is filed anonymously, the	
Name:			
Address:			
City:	State:	Zip:	
Work Phone:	Home Phone:	Fax:	
E-Mail:			
Contact from the Department will be via e-mail if you provide an e-mail address			
B. Would you be willing to testify if this case goes to a hearing? Yes \( \text{No} \)			
C. Is this a report that involve	s Human Trafficking?	Yes No No	
<b>D.</b> The person, firm, building or facility you are complaining about (Respondent): Full Name:			
Company or Facility Name:			
Physical Address:			
City:	State:	Zip:	
Mailing Address (if different than	above):		
City:	State:	Zip:	
Telephone numbers: Office -		Fax-	
E-mail:			
License or Registration Number	er:		

<b>E. Explanation:</b> Describe your complaint in detail. Include dates, full names, address at which the services were provided, type of service provided by respondent and events leading to you filing this complaint. If the space provided below is not adequate, you may attach additional pages.
If you are filing your complaint anonymously it is important that you include any associated documentation (making sure you have removed your name from all documentation). If your complaint does not contain sufficient information for the Department to confirm a responsible party (respondent) or determine a violation may have occurred, your complaint may not be opened for investigation.
Please do not send original documents to the Department. Electronic files may be submitted via email to <a href="mailto:Intake-complaints@tdlr.texas.gov">Intake-complaints@tdlr.texas.gov</a> or on a USB flash drive. All documents and media you send will be scanned, electronically saved, and then destroyed.
Signature of the complaining party Date
If you wish to withdraw a complaint that was recently submitted, please send a request to withdraw your complaint to <a href="mailto:lntake-complaints@tdlr.texas.gov">lntake-complaints@tdlr.texas.gov</a> . Please include the tracking number if available and respondent's information in your request to withdraw the complaint. The Department will review your request and close the complaint if the complaint is open and pending further enforcement
action