



West Virginia State Board of Registration for Professional Engineers

300 Capitol Street, Suite 910, Charleston, WV 25301

BOARD-INITIATED COMPLAINT FORM

OFFICE USE ONLY

CASE NUMBER: _____

OFFICIAL DATE RECEIVED: _____

OFFICIAL DATE FILED: _____

Date: _____ / ____ / 20__

Complainant:

Name: WV State Board of Registration for Professional Engineers

Address: 300 Capitol Street, Suite 910 Charleston WV 25301
Street Address City State Zip

E-mail Address: info@wvpebd.org Phone Number: (304) 558 - 3554

Fax Number: (304) 558 - 6232

Complaint Against (Respondent):

Business / Individual Name: _____

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?

- | | | |
|---|---------|-------|
| <input type="checkbox"/> Telephone | Date(s) | _____ |
| <input type="checkbox"/> Regular Mail | Date(s) | _____ |
| <input type="checkbox"/> Certified Mail | Date(s) | _____ |
| <input type="checkbox"/> 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, attach copies of all documents relevant to this complaint such as correspondence, witness statements, drawings and plats. Any 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 persons or entities who have a direct interest or possess pertinent information in this matter, or whose testimony should be considered by the Board in determining its final disposition of this complaint.

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 lodged 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. This matter will be considered confidential while this complaint is pending.

VERIFICATION

State of _____

County of _____

I, _____ (print name), after making an oath or affirmation to tell the truth, say that as a result of a Board investigation in my capacity as an agent, servant, and/or employee of the WV State Board of Registration for Professional Engineers (Board) and acting within the scope of my agency and/or employment with the Board, the facts stated in this Complaint are true to the best of my personal knowledge and belief; and if I have provided information given to me by others, I believe that information to be true; and if there are any documents attached to this Complaint, I believe that said documents are true and correct copies. I understand that deliberately failing to provide complete disclosure, and knowingly providing incorrect information constitute the crime of false swearing.

Signature / Title

This verification was sworn to or affirmed before me on this _____ day of _____, 20 _____.

My commission expires _____

Notary Public

(apply seal here)