

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS**

P. O. Box 12337, Austin, TX 78711-2337

Telephone: (512) 305-9000 Fax: (512) 305-8900

<http://www.tbae.texas.gov>**TBAE COMPLAINT FORM**

Please fill out this form completely and legibly. Please print, using black ink, a typewriter, or computer.

**Please note that a copy of this complaint could be provided to the individual(s) involved in your complaint. Also, you could be called to testify as part of a formal or informal proceeding, such as a hearing or a deposition.** Complaints filed with the Texas Board of Architectural Examiners are subject to the Texas Public Information Act. **In most cases, the Board must disclose the information you provide on the complaint form to any person who requests it, including the person against whom you are filing this complaint.** If you have any concerns about the disclosure of your personal information (name, address, etc.), please contact the Board before you file this complaint form and we can discuss it with you.

<b>Your name</b>		Address	
City	State	Zip	Email
Home phone		Work phone	

<b>Name of individual you are complaining about</b>		Name of Company	
Individual's profession		Address	
City	State	Zip	Email
Work phone	Home phone	Web site address	

**Please provide the information below regarding persons who can help provide information related to the alleged violation(s) you are reporting in this complaint:**

Witness name	Address	Phone
Summary of information witness will verify:		
Witness name	Address	Phone
Summary of information witness will verify:		
Witness name	Address	Phone
Summary of information witness will verify:		

Revised 05/10/05

**NOTICE TO PERSON COMPLETING THIS FORM:** With few exceptions, upon request you are entitled to be informed about the information the Texas Board of Architectural Examiners (TBAE) collects about you through this form. Pursuant to Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review such information. Pursuant to Section 559.004 of the Texas Government Code, you are entitled to have TBAE correct information about you that is incorrect.

### ***Nature of Your Complaint***

Please note that upon receipt of a complaint, the Board will conduct a preliminary evaluation of the matter within thirty (30) days to determine whether allegations described in your complaint are within the Board's jurisdiction. Please review the statutes and rules enforced by the Board on our Web site to ensure that you provide sufficient information and to ensure that the allegations are of a law within the Board's jurisdiction (<http://www.tbae.texas.gov/LawsAndEnforcement/StatutesAndRules>). You may call (512) 305-9000 to request a copy of the laws or to request to speak to someone in the Investigations Division.

Clearly describe each alleged law violation separately and enclose copies of any documents from any sources which will support your allegations. Include the date the incident(s) occurred and the address of the location where the incident(s) occurred. If possible, list the number of the rule or statute that you think that the person violated.

[illegible]

(Attach additional sheet(s) if necessary)

I have attached supporting documentation as evidence. (Please note that in absence of supporting documentation and/or evidence, your written/verbal testimony will be necessary to substantiate your allegations.)

☐ No ☐ Yes If not, please send supporting documents as soon as possible.

Are you currently represented by an attorney in connection with this complaint? \_\_\_\_\_. If so, please provide the attorney's name, address, and telephone number.

Attorney Name	Address	Phone
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Is civil litigation or criminal prosecution involving the subject of this complaint currently contemplated or in process?

☐ No ☐ Yes If so, please explain. \_\_\_\_\_

**I HEREBY AFFIRM THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**Signature**

Date \_\_\_\_\_

Revised 05/10/05

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