



Business Resources Complaint

You can use this form to file a complaint against a person or a business, or to report unlicensed activity. If you have any questions, call (360) 664-1530.

Send your complaint and related documents by fax, email, or mail.

Mail: Business Resources
Department of Licensing
PO Box 9027
Olympia WA 98507-9027

Email: notaries@dol.wa.gov

Fax: (360) 570-7053

Include the following:

- A detailed explanation of your complaint; this should include dates, other parties involved, and a summary of any efforts you have already made to resolve the problem. Describe events in the order they occurred.
- Copies of all documents that relate to the complaint.
- **For notary complaints only:** A copy of the relevant notarized page.

Person or business you are filing a complaint about

| | | |
|--|--|--|
| Profession or type of business | | |
| <input type="checkbox"/> Notary public | <input type="checkbox"/> Whitewater rafter | <input type="checkbox"/> Telephone solicitor |
| <input type="checkbox"/> Employment agency | | |
| PRINT or TYPE Name (Last, First, Middle) | | License number (if known) |
| Business name (if any) | | |
| (Area code) Telephone number and extension | (Area code) Fax number | Email or web address |
| Business address | | |
| City | State | ZIP code |

Your contact information

| | | |
|--|--|---------------|
| Name (Last, First, Middle) | | |
| Business name (if any) | | |
| (Area code) Telephone number and extension | (Area code) Alternate telephone number | Email address |
| Mailing address | | |
| City | State | ZIP code |

Complaint summary

| |
|---|
| Provide a brief summary of your complaint. Attach an additional sheet if necessary. |
|---|

The information I have provided above is true and correct, and I have provided all required enclosures to which I have access.

X

Signature

Date

What happens after you submit your complaint

1. We determine if the complaint is covered by Washington State laws.

- If it is not something covered by the laws, we will notify you.
- If it appears to be covered by the laws, we may conduct an investigation. The investigator will act as an impartial, fact-finding third party. During the investigation, they are not representing you (the complainant), the Department or professional board, or the person or business you filed your complaint against (the respondent). The investigator may contact the respondent to ask for a response, which may include providing them with a copy of your complaint. The length of time an investigation takes depends on current case load and the complexity of the case.

2. After all the facts have been gathered, we evaluate the information.

- If the evidence doesn't support a violation of the laws, the case will be dismissed.
- If a violation has occurred, the Department or professional board may recommend disciplinary action based on the severity of the violation. One or more of the following actions may be taken:
 - Issuing a reprimand
 - Imposing a fine
 - Suspending or revoking the license
- The respondent may request a hearing to dispute the program's recommended disciplinary action.
- We will notify you of the outcome of your complaint.

Our recommended disciplinary actions don't establish legal opinion. We don't have the authority to recover funds, award damages, or make judicial determinations. To pursue these remedies, you should seek legal advice.