



## Regulatory Board Program Complaint

File a complaint against a person or a business, or report unlicensed activity.

Online: [professions.dol.wa.gov](http://professions.dol.wa.gov)

Email: [DFCCompliance@dol.wa.gov](mailto:DFCCompliance@dol.wa.gov)

Or mail: **Regulatory Boards Section**  
**Department of Licensing**  
**PO Box 9012**  
**Olympia WA 98507-9012**

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 questions or language help call: (360) 791-0452

### Person or business you are filing a complaint about

Profession or type of business			
<input type="checkbox"/> Architect	<input type="checkbox"/> Landscape architect	<input type="checkbox"/> Geologist	<input type="checkbox"/> Collection agency
<input type="checkbox"/> Funeral director	<input type="checkbox"/> Embalmer	<input type="checkbox"/> Funeral establishment	<input type="checkbox"/> Cemetery
PRINT or TYPE Name ( <i>Last, First, Middle</i> )		License number ( <i>if known</i> )	
Business name ( <i>if any</i> )			
(Area code) Phone number and extension		Email or web address	
Business address			
City		State	ZIP code

### Your contact information

Name ( <i>Last, First, Middle</i> )		
Business name ( <i>if any</i> )		
(Area code) Phone number and extension	(Area code) Alternate phone number	Email address
Mailing address		
City		State ZIP code

### Complaint summary

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