



STATE OF ARIZONA
BOARD OF TECHNICAL REGISTRATION
1110 W. Washington, Suite 240, Phoenix, Arizona 85007
(602) 364-4930 • Fax: (602) 364-4931 • <https://btr.az.gov/>

COMPLAINT FORM

Please fill out this form completely and legibly. Please print, using black ink 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. Complaints filed with the Arizona Board of Technical Registration are subject to the 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.

Your name	Business Phone	
Business Name, if any	Home Phone Number	Cell Phone Number
Mailing Address	Fax	
City, State, Zip Code	Email	

Name of individual you are complaining about		Name of Company	
Individual's profession & Registration No.		Address	
City	State	Zip	Email
Work phone	Home phone	Web site address	
Project Name and Location			

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:		

Is civil litigation or criminal prosecution involving the subject of this complaint currently contemplated or in process? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain.
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Jurisdiction

Pursuant to ARS 32-106(C), “the board may investigate a complaint pursuant to subsection A, paragraph 5 of this section and may take any necessary disciplinary or enforcement action resulting from a complaint only if the complainant either:

1. Currently has a contractual relationship with the person who is the subject of the complaint or had a contractual relationship with the person at the time of the alleged misconduct.
2. Was harmed by the alleged misconduct or possess firsthand knowledge of the alleged misconduct. For the purposes of this paragraph, “firsthand knowledge” includes knowledge of the outcome of the misconduct, witnessed by a person with relevant professional experience in the course of that person’s contractual duties with the harmed individual.”

Please check one or more boxes that apply:

I currently have a contractual relationship with the person who is the subject of the complaint or I had a contractual relationship with the person at the time of the alleged misconduct.

I was harmed by the alleged misconduct.

I possess firsthand knowledge of the alleged misconduct. For the purposes of this paragraph, “firsthand knowledge” includes knowledge of the outcome of the misconduct, witnessed by a person with relevant professional experience in the course of that person’s contractual duties with the harmed individual.

Please explain your selection further:

Allegations/Complaint

Pursuant to 32-106(A)(5), the board shall “Hear and act on complaints or charges that are specified by the complainant or direct an administrative law judge to hear and act on complaints and charges that are specified by the complainant.”

I understand that the Board can only hear and act on allegations or charges that I specify in my complaint.

Please note that upon receipt of a complaint, the Board will conduct a preliminary evaluation of the matter to determine whether allegations described in your complaint are within the Board’s jurisdiction. Acceptance of the complaint may be subject to an intake interview by an investigator. Please review the statutes, rules and standards enforced by the Board to ensure that you provide sufficient information and to ensure that the allegations are of a law within the Board’s jurisdiction. You may call (602) 364-4930 to request to speak to someone in the Enforcement Unit with any questions.

Description of Your Allegations/Complaint

Be specific. What happened? Who was involved, including city or county agencies (provide names, addresses and phone numbers)? Provide dates and details / timeline of events. Clearly describe each alleged statute and/or rule 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. (Attach additional sheet(s) if necessary)

I have attached supporting documentation as evidence.

- Contract Plans Surveys Letters Invoices Reports Calculations
- Specifications Photos Emails Business Card Advertisement Deposition
- Plan Review Comments Other: _____ Other: _____

Before mailing your complaint, **make a copy of all of your documents** for your own file because we cannot return the documents once we open an investigation.