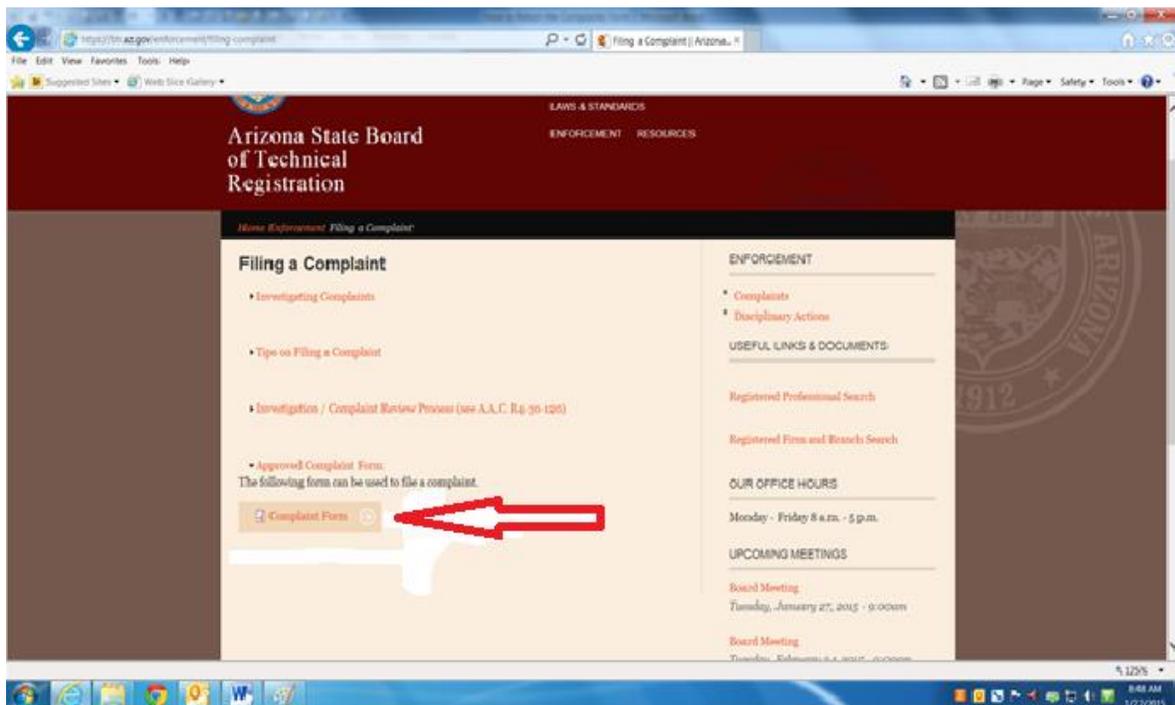
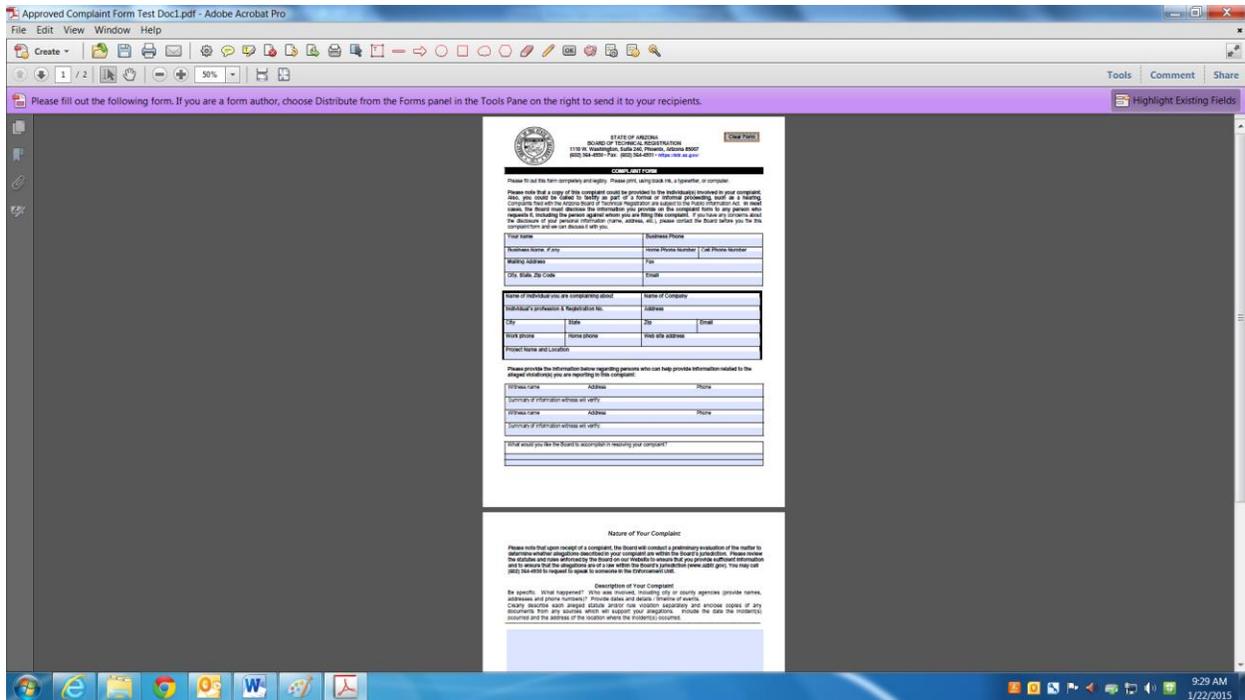


Complaint Form Submittal Process

This document explains how to return the Complaint Form to the Board of Technical Registration (BTR) for Processing.

The first step is to go to the **BTR website**, copy the form to your computer from the BTR web page (see location below depicted next to the red arrow) in the **Enforcement** section (you can copy the form to your desktop or the folder of your choosing). If you choose to fill the form out by hand **print** the form and write in your information.





Next, fill out the Complaints Form pictured above. After you've completed the form deliver the form to the Board of Technical Registration. The form can be delivered in several ways:

Regular mail

Email

Deliver in Person

Fax

If you choose to deliver the form via the email there are two available options at this time.

Option 1 If you are using Microsoft Outlook email Click on the **Submit** button at the bottom right of the form.

See a sample form below

- **Notice that the Send Email dialogue box below defaults to Microsoft Outlook (red arrow pointing to the left)**

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

(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:

Before mailing your complaint, **make a copy of the documents once we open an investigation.**

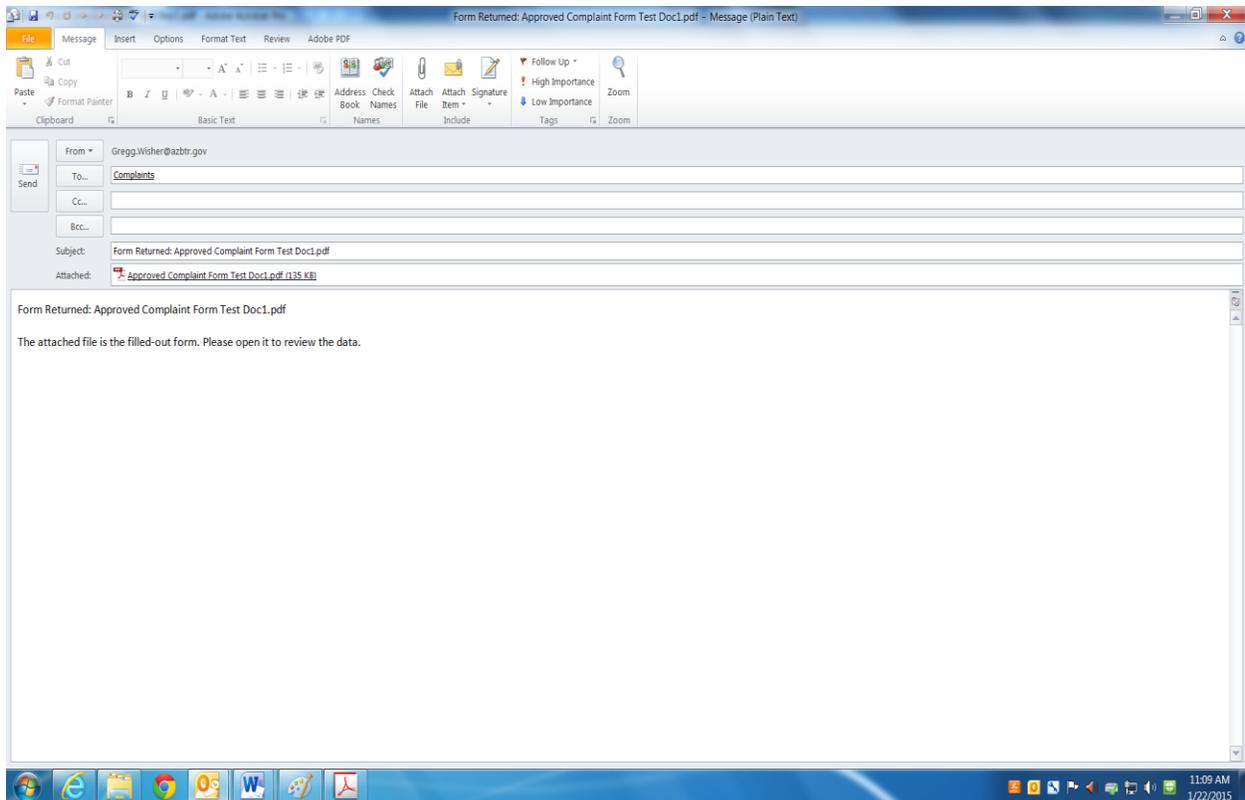
Is civil litigation or criminal prosecution involving _____ related or in process?
 No Yes If yes, please explain: _____

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

Signature _____ Date _____

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Click on the **Continue** button pictured above and the screen below will appear with your form attached. At this point you can attach any other supporting documents to the email and send the email. Once you click on the send button the email will go to the Complaints@azbtr.gov address.



Option 2 covers any email other than Microsoft Outlook.

Fill out the Complaints form and attach that form along with any supporting documents that you wish to send to BTR to your email and send that email to Complaints@azbtr.gov.

If you have any questions about this process please contact Doug Parlin at 602 364-4952