

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

[www.license.state.tx.us](http://www.license.state.tx.us)

**COMPLAINT FORM**

**Mail To:**  
**TEXAS DEPARTMENT OF LICENSING AND  
REGULATION**  
**ENFORCEMENT DIVISION**  
**P.O. BOX 12157 • AUSTIN, TEXAS 78711**  
**(800) 803-9202 • (512) 539-5600**  
**FAX 512-539-5698**  
**[enforcement@license.state.tx.us](mailto:enforcement@license.state.tx.us)**

Date Received:  
(For Department Use Only)

**Notice**

Under the Texas Public Information Act, the complainant's identity is subject to being revealed. In the event an investigation is opened enforcement procedures require a copy of the complaint and all associated documentation be forwarded to the Respondent including your name and contact information.

**A. You, as the complaining party:** *(If you wish to file your complaint anonymously to ensure your identity is not revealed, you must leave this section blank. If you file your complaint anonymously you will not receive case status updates.)*

Name:

Address:

City:

State:

Zip:

Work Phone:

Home Phone:

Fax:

E-Mail:

*Contact from the Department will be via e-mail if you provide an e-mail address*

**B. Would you be willing to testify if this case results in a hearing?** Yes  No

**C. The person, firm, or building/facility you are complaining about:**

Name:

Company or Facility Name:

Physical Address:

City:

State:

Zip:

Mailing Address (if different than above):

City:

State:

Zip:

Telephone numbers:

Office -

Fax-

E-mail:

License or Registration Number:

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**D. Explanation:** Describe your complaint in detail. Include dates, names, and events leading to your filing of this complaint. If the space provided below is not adequate, you may attach additional pages. **Please include** with your complaint any documentation regarding your complaint, including letters mailed to the business, responses received from the business, invoices, proposals, advertisements, documents sent to other agencies or the Better Business Bureau, etc. If you are filing your complaint anonymously it is imperative that you include any associated documentation with the initial submission of your complaint (making sure you have removed your name from any documentation).

SIGNATURE BLOCK

Signature of the complaining party

Date