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| **INSTRUCTIONS:** Promptly after violation, file complaint with the Division of Construction Procurement or Section Engineer. |
| **SECTION 1: COMPLAINANT INFORMATION** |
| **FIRST NAME**      | **LAST NAME**      | **DATE**      | **PHONE**      |
| **ADDRESS**      | **CITY**      | **STATE**      | **ZIP**      |
| **SECTION 2: PROJECT/CONTRACTOR INFORMATION** |
| **CONTRACT ID**      |
| **LOCATION**      | **DEPARTMENT REPRESENTATIVE**      |
| **CONTRACTOR NAME**      | **CONTRACTOR SUPERINTENDENT/FOREMAN**      |
| **ADDRESS**      | **CITY**      | **STATE**      | **ZIP**      |
| **SECTION 3: COMPLAINT INFORMATION** |
| **NATURE OF COMPLAINT** *(Check all that apply.)* | [ ]  Improperly Classified | [ ]  Wages Incorrect | [ ]  Overtime Claimed |
|  | [ ]  Other *(Explain.)* |       |
|  |
| **EMPLOYMENT DATES** | **FROM DATE**      | **TO DATE**      |  |  |  |  |  |  |  |  |
| **TIME FRAME OF ALLEGED VIOLATION**      |
| **STATEMENT OF ALLEGED VIOLATION**      |
| **SIGNATURE** *(complainant)* | **DATE** |
| **REMARKS** *(For Division of Construction Procurement Office Use Only)*      |

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