



NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

505 N. GREENFIELD PKWY, SUITE 100, GARNER, NC 27529

PHONE: (919) 733-9042 FAX: (800) 691-8399 EMAIL: office@ncbeec.org WEB: www.ncbeec.org

Send Completed Forms To:

Mail: NCBEEC, 505 N. Greenfield Pkwy
Suite 100, Garner, NC 27529

Email: office@ncbeec.org

Fax: (800) 691-8399

COMPLAINT REPORT FORM

Any person may submit a complaint alleging charges against any applicant, non-licensee, licensee, or qualified individual with the Board. Such charges must be submitted in writing to the Board; complaints may be submitted online or sent to the Boards office using the submittal information above.

Use the form below to register your complaint. Please provide all of the requested information and attach any other documents and/or information you feel are relevant to the complaint. Complaints should contain details of the charges including the nature, date and location of the alleged violation.

Upon receipt of your complaint form, you will receive a notification from the Field Investigator to whom your case has been assigned. Your assigned Field Investigator will be your contact regarding your complaint.

What to Include In Your Complaint

To begin the investigation of your case as soon as possible, be sure to include ALL information you have related to the complaint when filing. Additional documentation should be submitted together with your complaint by attaching COPIES to your Complaint Form (please do not send original documents when initially filing your complaint).

Helpful documents include but are not limited to:

- Contract copies
- Payments (ex: invoices, checks, etc.)
- Print outs or images of any emails / texts / correspondence documents
- Pictures
- Any other information relating to the complaint

What To Expect

After submitting a complaint, here's what will happen next:

- The complaint will be entered into the Board's system and a Field Investigator/Representative will be assigned to your case.
- You will receive an Acknowledgement Letter via email and/or mail; the Acknowledgement Letter recognizes that your complaint has been received by the Board and will provide contact information for the investigator assigned to you.
- Your assigned Field Investigator will contact you in a timely manner to begin the investigation process.



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Complainant Information *(Your information as the person filing this complaint.)*

Full Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____ County: _____

Mobile Phone: (_____) _____ Home Phone: (_____) _____

Email: _____

Complaint Registered Against *(Information of the person you're filing a complaint about.)*

Person's Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Business Phone: (_____) _____ Mobile Phone: (_____) _____

Email: _____

Use the next page of this form to give details of the complaint. Duplicate the next page as necessary to provide further details, attachments, etc.

Please attach ANY relevant documents.

Complaints of Code violations must cite each specific Code reference.

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Details and Facts of Complaint

Use this page to give details of the complaint. Duplicate this page as necessary to provide additional details, make attachments, etc.

The above statements are true to the best of my knowledge and belief.

Signature: _____ Date: _____

Total # Pages Submitted: _____