Complaints **MUST** be made within ninety (90) days of the alleged incident. For assistance in completing the oral or video complaint, contact the ALBIT Office.

## **Alabama Licensure Board for Interpreters and Transliterators (ALBIT)**

## 2777 Zelda Road Montgomery, AL 36106

Telephone: (334) 277-8881 Fax: (334) 263-6115

Web address: <a href="http://www.albit.alabama.gov">http://www.albit.alabama.gov</a> Email: complaint@alstateboard.com

## **COMPLAINT FORM**

Complaint may be videoed and submitted via flash drive or emailed. Video complaints MUST follow the complaint form.

	Complaint filed against: (Mark one of the following)  Practicing interpreting for remuneration without a current and valid Alabama License or
	Permit.
	A person who has allegedly violated the Alabama Licensure Law or RID Code of Ethics.
I.	Individual Registering Complaint
Name	Telephone
Addres	ss
	nd State
Email	address
	complaint being filed on behalf of an agency, corporation, or institution? If yes, please specify:
II.	Individual Against Whom Complaint Is Being Filed
Name	Telephone
Addres	SS
City an	nd State
Is the i	individual against whom this complaint is filed licensed by this Board?
Date(s	) and times(s) of the alleged incident:

Complaints **MUST** be made within ninety (90) days of the alleged incident. For assistance in completing the oral or video complaint, contact the ALBIT Office.

Location(s) of the alleged incident:
III. Nature of Complaint (Please check all that apply.)
<ul> <li>□ Administrative/Record Keeping</li> <li>□ Fraud</li> <li>□ Incompetence</li> <li>□ Sexual Misconduct</li> <li>□ Unlicensed/Unpermitted Practice</li> <li>□ Other</li> </ul> □ Advertising <ul> <li>□ Fees/Billing Practices</li> <li>□ Professional Misconduct</li> <li>□ Negligence</li> </ul>
IV. <u>Details of Complaint</u>
Include specific details such as names of people involved, dates, location, information about the alleged violation(s), and any other pertinent facts. Complaints cannot be accepted without an original signature. Please sign and date each page if additional pages are necessary.
Are you aware of any action that has been taken relative to this matter, prior to the filing of this complaint? If yes, please specify:

Complaints **MUST** be made within ninety (90) days of the alleged incident. For assistance in completing the oral or video complaint, contact the ALBIT Office.

V.	Signature	& Identity	Acknowl	ledgment
----	-----------	------------	---------	----------

I,, (complainant's name) having made a formal complaint to the Alabama
Board for Interpreters and Transliterators (ALBIT), I understand that my identity will be revealed to the
person I am complaining about and to the ALBIT investigative team to fully investigate my complaint. I
will not hold ALBIT, its members, or employees liable for the release of my identity in the investigation of
this complaint. Further, I hereby certify that I am filing this complaint with ALBIT within ninety (90) days
of the incident of which I am complaining.
Signed this the day of, 20
*Complainant's Signature ( <i>Must Sign</i> )

\*Written complaints <u>cannot</u> be accepted without Complainant's signature.

## VI. Submission of Complaint

A. Written complaint and any supporting documents may be mailed or emailed to:

ALBIT 2777 Zelda Road Montgomery, AL 36106

Email: complaints@alstateboard.com

B. Video complaint and any supporting documents may be submitted by email to:

Email: complaints@alstateboard.com