



VILLAGE OF NEWBERRY COMPLAINT FORM



A complaint is an expression of dissatisfaction related to a municipal program, service, facility, staff member, or volunteer. If you are in need of a service, such as reporting a burnt-out streetlight, please utilize our "Request for Services" form. A general complaint may be received verbally, by phone, by email, or in writing. Anonymous complaints will not be addressed.

Please complete the following information. Please print.

Complainant's Name:	Date form completed:
Address:	City/State/Zip:
Phone:	Email:

COMPLAINT DETAILS

Date & Time of occurrence/observation:	Location:
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Description of complaint (attach additional page(s) if necessary).:

Complainant's signature: _____

FOR VILLAGE STAFF USE ONLY

Date Received:	Received by:	Referred to:
Investigation & Action:		
Completion date:	Completed by:	