



## VILLAGE OF ELBERTA CITIZEN COMPLAINT FORM

Please complete this form so that the Village can investigate your complaint. You may also submit a complaint in writing without this form. If you include the following information, your complaint will be treated as official. Per policy 2024-003, official complaints are kept on file and receive a response. Submit your written complaint to Village staff, send as an email to [clerk@villageofelberta.com](mailto:clerk@villageofelberta.com), or drop in the Village office dropbox.

### Contact Information - Please print clearly

Legal Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address and Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

**Nature of Complaint/Problem (include the date, time or duration of problem, location, and other facts of your complaint):**

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**Describe attempts made to resolve the situation, if any:**

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**Explain how you feel the complaint should be resolved:**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**All complaints must be signed and dated to be considered valid.**

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**Village Office Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Disposition \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_