

**Mississippi State Board of
Architecture, Landscape
Architecture & Interior Design**



Return completed form to:

2 Professional Parkway #2B
Ridgeland, Mississippi 39157
Phone: 1-888-272-2627
Email: msboa@msboa.ms.gov

COMPLAINANT

(Person filing the complaint)

Name:		Date:
Address:		
Phone:	Email Address:	

FACTS AND BASIS OF COMPLAINT

(Information about the person/company that is the subject of the complaint)

Individual's Name:		License No.:
Address:		
Employer's Name:		
Employer's Address:		
Phone:	Email Address:	
Type of Project ___ Private ___ Public (Gov. Owned)	Name of Project	
Approximate Sq. Ft.	Status of Project ___ Planning/Permitting ___ Under Construction ___ Completed	
Address of Project:		
Date or Date Range of Alleged Violation:		
Laws and/or Rules / Alleged Violations (Refer to law and rules at www.msboa.ms.gov .)		
Summarize the Complaint		

IMPORTANT:

Provide copies of documents to substantiate the facts in your complaint. Possible sources of information include design drawings, sketches, correspondence, contracts, invoices, appointment books, canceled checks, meeting notes, phone bills, websites, or marketing materials.

ATTACH ADDITIONAL INFORMATION TO INCLUDE:

- A thorough description of the specific things that were done improperly/incompletely, a detailed description of how the individual has harmed you or the public, and/or a description of how the licensee has violated any provision of the applicable registration law or regulations (refer to laws and rules at www.msboa.ms.gov).
- A list of witnesses who can substantiate your claim, including their names, addresses and telephone numbers.
- If you are represented by legal counsel, provide the name, firm, address and telephone number of your attorney.