



Village of Black Earth

1210 Mills St. • P.O. Box 347
BLACK EARTH, WI 53515

COMPLAINT FORM

Please use a separate form for each complaint.

RETURN TO VILLAGE HALL

Please complete all appropriate information. We may contact you if we have additional questions or need more information. Please type or print legibly, attaching additional pages as necessary.

COMPLAINANT INFORMATION	
Name:	Address:
Phone:	Email:
INFORMATION ABOUT THE COMPLAINT	
Name(s) of Offenders:	
Location of Complaint:	
Date of Offense:	Time of Offense:
DESCRIBE COMPLAINT/ORDINANCE VIOLATION	
Please state in the space below the facts describing the complaint. The complaint must be verifiable. Be specific and provide as much detail as possible. You may attach additional pages as needed.	
How would you like to see this resolved?	
I hereby certify that the above information is accurate and correct to the best of my knowledge. I further understand that if I submit false information on this form, I may be subject to prosecution by the Village of Black Earth for submitting false information. Please be advised that if the Village cannot get resolution of this matter through letters or personal contact, the matter could be turned over to the Village attorney. The Village cannot guarantee confidentiality, and you may be required to testify if this violation is taken before a judge. If you are not willing to testify in court, please understand that the Village may be unable to resolve this matter.	
Signature (Required):	Date:

OFFICE USE ONLY

Date Assigned:

Ordinance/Policy Involved:

Complaint routed to:

Police _____ Building Inspector: _____ Other: _____

Investigation Report (Attach additional sheets if necessary):

Action Taken:

Date Form Completed:

Signature of Investigator: