

# North Carolina Interpreter and Transliterater Licensing Board

## Complaint Form

Please complete all sections that apply.

Please use a separate sheet of paper if you would like to include additional information.

<b>Name of the person filing the complaint (Complainant)</b>	
<b>Complainant Email Address</b>	
<b>Complainant Phone Number</b>	
<b>Complainant Mailing Address</b>	
<b>Name of the person (Interpreter) being reported</b>	
<b>Where and when did this happen? (Provide the date when it happened and the specific location/circumstances, e.g.: physical location: address, building, or complex, and circumstances: workshop, medical setting, court, classroom).</b>	
<b>Where/Location</b>	
<b>When/Date</b>	
<b>What happened? (Provide as much detail as possible about the incident that initiated the complaint. Include the name of the client, or names of persons in attendance who may have been a witness, include what you observed or learned that lead you to file a complaint.)</b>	
<b>Name(s) of the Clients(s) and contact information</b>	
<b>Name:</b> _____	<b>Phone:</b> _____
<b>Name:</b> _____	<b>Phone:</b> _____
<b>Person(s) in attendance/Witnesses and contact information</b>	
<b>Name:</b> _____	<b>Phone:</b> _____
<b>Name:</b> _____	<b>Phone:</b> _____
<b>Name:</b> _____	<b>Phone:</b> _____

*These instructions were adopted in part from the Ethical Practices System of the RID, Inc. (Registry of Interpreters for the Deaf) Rev. 12-2012*

**What was observed or learned?**

**Brief summary of other actions, if any, taken to resolve this matter prior to filing a complaint.**

**Important Information**

- The substance of your complaint will be forwarded to the person complained about for response.
  
- Please be sure to include copies of any supporting documents you may have, such as correspondence, contracts, invoices, receipts, etc. Do not send originals but keep all originals in case they are needed as evidence in the future.
  
- The Board, its administrator, agents and legal counsel, cannot provide you with legal advice.

**CAUTION:** An occupational license complaint is a serious matter. Before filing a complaint, you are cautioned to consider carefully whether there are sufficient grounds for making it. Should you desire legal advice, contact an attorney licensed to practice law in North Carolina of your own choosing and expense.

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The information I have provided is true and accurate to the best of my knowledge and belief.

I understand that by filing a complaint with the N.C. Interpreter and Transliterators Licensing Board, that the complaint and the information contained therein are subject to the North Carolina Public Records Law - N.C. General Statutes Chapter 132 - and may be disclosed to other people.

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

**Complaints can be sent to the Board office via US mail, email, or fax.**

**Mail: NCITLB  
PO Box 20963  
Raleigh, NC 27619**

**Email: [NCITLB@caphill.com](mailto:NCITLB@caphill.com)**

**Fax: 919-779-5642**