

**Mississippi State Board of
Architecture &
Landscape Architecture
Advisory Committee**



Return completed form to:

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

COMPLAINANT

(Person filing the complaint)

Name	
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.archbd.state.ms.us .)	
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.archbd.state.ms).
- 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.