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|  | **Commonwealth of Massachusetts** **Division of Occupational Licensure****Office of Public Safety and Inspections****ELEVATOR CONTRACTOR COMPLAINT FORM****Send to: Office of Public Safety and Inspections, Elevator Division,** **1000 Washington Street, Suite 710, Boston, MA 02118** |

* ***To file a complaint against a Registered Elevator Contractor you must complete this form in its entirety.***
* ***Incomplete or illegible forms will be returned to the* complainant*.***
* ***All complaints must contain an allegation that a Registered Elevator Contractor has violated at least one provision of M.G.L. c. 143 or the Massachusetts Elevator Regulations found at 524 CMR 1.00 et seq.***
* ***Complainants will be notified in writing if a hearing is scheduled on the merits of the complaint.***

**1. Registered Elevator Contractor’s information**

**A. Name:**

**B. Elevator Contractor’s Massachusetts Registration number:**

 **Registration number can be found at *http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/***

**C. Business address:**

**D. Telephone number/email address:**

**2**. **Your information**

**A. Name:**

**C. Address:**

**D. Address of elevator at issue:**

 **E. State ID of elevator:**

**E. Telephone number/email address:**

**3. Narrative: In order for this complaint to be processed, you must provide a detailed description of the**

 **situation that led you to file this complaint. The description should identify the specific section(s) of the**

 **Elevator Regulation or Law that you allege have been violated. Massachusetts Elevator Laws and**

 **Regulations can be found at** [***http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/***](http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/opsi/)***.***

 **Additional pages may be attached as needed.**

**4. Exhibits: Attach any documents that you want to have considered as part of this complaint. For example:**

* **Copy of elevator permit application, inspection reports, and documentation filed with the building official, plans, affidavits, and other permits applying to the project being supervised by the elevator contractor.**
* **Photographs**
* **Contract between elevator owner and elevator contractor.**

**5. Verification. *I hereby affirm under the pains and penalties of perjury that all the information contained***

 ***in this complaint package is true and accurate to the best of my knowledge and belief.***

 **Signature of complainant:**

 ***By typing your name you agree that it is valid as your signature***

 **Date:**