

This form should be used when filing a complaint against a licensed or unlicensed company or individual engaged in activities for which a license is required, pursuant to the *Private Investigators and Private Guards Act/Regulations*.

Instructions

- ▶ Print clearly in black or blue ink, or type your responses directly on the form.
- ▶ Fill in each field to the best of your knowledge and recollection. This will help expedite the investigation.
- ▶ State facts clearly and briefly. Furnish the full names, addresses and phone numbers (if possible) of all parties to the complaint, including witnesses. The compliance office may follow up with you if any further clarification is required.
- ▶ All complaints must be signed by the complainant and filed as soon as practicable. You may also attach copies of any documents/photos that you feel are relevant to the complaint and may assist in the investigation.
- ▶ **Please complete the form and return to our office via fax, (902) 424-0700, or mail to:** Nova Scotia Department of Justice, Public Safety Division, Security Programs Office, P.O. Box 7, Halifax, N.S., B3J 2L6

Complainant Information (Person Filing Complaint)			
Your Full Name (Identifies you as complainant)			
Home Address			Contact Number (day)
City	Province	Postal Code	Contact Number (evening)
Business Name and address (if applicable)			Email
Business or Individual Against Whom This Complaint is Being Filed (Respondent)			
Person or Business Name			
Address			Phone
City	Province	Postal Code	
Security License #	Cell Phone	Fax	
List Any Witnesses			
Witness 1 Name			Phone Number
Address	City		Postal Code
Witness 2 Name			Phone Number
Address	City		Postal Code
Witness 3 Name			Phone Number
Address	City		Postal Code

Notice of Disclosure: A copy may be given to the party against whom the complaint is filed. Persons who file complaints should be willing to appear as witnesses and may be required to testify to the information provided concerning the allegations made in the complaint(s). Please call our office at (902) 424-2905 if you have any questions or concerns.

