MISSISSIPPI STATE BOARD OF CONTRACTORS
215 Woodline Drive, Jackson Mississippi, 39232
1-800-880-6161 (www.msboc.us)

MSBOC Client Services Complaint & Suggestion Form

YOUR NAME
Last, First, Middle; _____

DAYTIME PHONE ( ) _____

ADDRESS Street Address or PO Box
_____

HOME PHONE ( ) _____

City State ZIP Code ARE YOU A LICENSED CONTRACTOR? Yes No

LICENSE NUMBER: _____

Please state your suggestion or complaint below: (Attach additional sheets if necessary.)

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Please use this form for making suggestions or filing complaints concerning the services provided by the Contractors State License Board (MSBOC). Please provide as much information as possible including dates and times, phone numbers called and/or offices visited and names of MSBOC staff contacted so that we can respond appropriately to your concerns. Every effort will be made to contact you within 20 working days of receiving your suggestion or complaint. Thank you for taking the time to help us enhance our services to Mississippi citizens.

Notice on Collection and Use of Personal Information: The Contractors State License Board (MSBOC) collects the information requested on this form as authorized by Business and Professions Code Sections 325 and 326. The CSLB uses this information to follow up on your complaint. **Providing Personal Information Is Voluntary:** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your name, home address, or home telephone number, you may remain anonymous. In that case, however, we may not be able to contact you or help you resolve your complaint. **Access to Your Information:** You may review the records maintained by the Department of Consumer Affairs that contain your personal information, as permitted by the Information Practices Act. See below for contact information. **Possible Disclosure of Personal Information:** We make every effort to protect the personal information you provide us. In order to follow up on your complaint, however, we may need to share the information you give us with the business you complained about or with other government agencies. This may include sharing any personal information you gave us. The information you provide may also be disclosed in the following circumstances: in response to a Public Records Act request, as allowed by the Information Practices Act; to another government agency as required by state or federal law; or in response to a court or administrative order, a subpoena, or a search warrant. **Contact Information:** For questions about this notice, the Department's privacy policy, or access to your records, you may contact the Office of Information Security and Privacy Protection,

ATTENTION: REGISTRAR'S OFFICE

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