

**ETHICS COMMISSION COMPLAINT FORM**

Town of Berlin  
10 William Street  
Berlin, Maryland 21811  
410-641-2770

**Instructions for Ethics Forms**

1. **Complaint Form** – to file a complaint alleging violation by persons subject to Town of Berlin Public Ethics Ordinance
2. Fill in all appropriate information. For the Descriptions be brief, but provide complete information describing the circumstances – give dates, times, places, meeting, names, etc. – any information that you feel will be helpful to the Commission in making a decision. Also, if possible provide any relevant documentation such as minutes of a meeting.
3. Sign the form.
4. Place form in a sealed envelope and mail or deliver to:  
Town of Berlin Ethics Commission  
Town Hall Offices
5. Please note that email submissions are not acceptable.

Name of Party Filing Complaint: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Complaint Form is Completed: \_\_\_\_\_

Name of Person who is Subject of Complaint: \_\_\_\_\_

Applicable Section of Town of Berlin’s Ethics Code: (if known) \_\_\_\_\_

Brief Description of Substance of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HEREBY AFFIRM UNDER THE PENALTY OF PERJURY THAT THE ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

\_\_\_\_\_  
Signature