

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, including, but not necessarily limited to Elected Officials, Employees, Members of Boards and Commissions, and certain third-party contractors of the Town.
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