

SWORN COMPLAINT BEFORE THE TEXAS ETHICS COMMISSION

Section 571.122 of the Government Code requires that a sworn complaint be filed on a form prescribed by the Texas Ethics Commission and include specific information.

- You must complete a separate sworn complaint form for each respondent.
- You must allege a violation of a law that is within the Texas Ethics Commission's jurisdiction, listed on p. 2. More information and instructions for this form can be found at <https://www.ethics.state.tx.us/tec/sworn.html>.
- A person filing a frivolous or bad faith complaint may be subject to a civil penalty.

OFFICE USE ONLY

Docket Number

Date Hand-delivered or Date Postmarked

***Please completely fill out this form.
Failure to complete this form properly will cause your
complaint to be noncompliant and returned.***

I. IDENTITY OF COMPLAINANT

1 COMPLAINANT NAME (REQUIRED)	MS / MRS / MR	FIRST	MI
	NICKNAME	LAST	SUFFIX
2 COMPLAINANT PHYSICAL ADDRESS (REQUIRED)	ADDRESS	APT / SUITE #	CITY STATE ZIP CODE
(Full home or business address, including street, city, state, and zip code)			
3 COMPLAINANT MAILING ADDRESS <input type="checkbox"/> (check if same as above) (REQUIRED)	ADDRESS	APT / SUITE #	CITY STATE ZIP CODE
(Full street or mailing address, including city, state, and zip code)			
4 COMPLAINANT TELEPHONE NUMBER (REQUIRED)	AREA CODE	PHONE NUMBER	EXT
	5 COMPLAINANT E-MAIL ADDRESS (REQUIRED IF KNOWN)		

II. IDENTITY OF RESPONDENT

6 RESPONDENT NAME (REQUIRED)	MS / MRS / MR	FIRST	MI
	NICKNAME	LAST	SUFFIX
7 RESPONDENT POSITION OR TITLE (REQUIRED)			
8 RESPONDENT PHYSICAL ADDRESS (REQUIRED)	ADDRESS	APT / SUITE #	CITY STATE ZIP CODE
(Full home or business address, including street, city, state, and zip code)			
9 RESPONDENT MAILING ADDRESS <input type="checkbox"/> (check if same as above)	ADDRESS	APT / SUITE #	CITY STATE ZIP CODE
(Full street or mailing address, including city, state, and zip code)			
10 RESPONDENT TELEPHONE NUMBER (REQUIRED)	AREA CODE	PHONE NUMBER	EXT
	11 RESPONDENT E-MAIL ADDRESS (REQUIRED IF KNOWN) (if unknown, please state that)		

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VI. AFFIDAVIT BASED ON PERSONAL KNOWLEDGE

(Execute this affidavit if the acts alleged are within your direct personal knowledge.)

Please completely fill out this form.

Failure to complete this form properly will cause your complaint to be noncompliant and returned.

I, _____, complainant, swear that I am a resident of the state of Texas. I swear that I have knowledge of the facts alleged in this complaint. I declare under penalty of perjury that the foregoing is true and correct and that the information contained in this complaint is true and correct.

Signature of Complainant (Declarant)

NEW: Please complete EITHER the notary section OR the Unsworn Declaration section.

NOTARY SECTION

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____ (Complainant), 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

UNSWORN DECLARATION SECTION

My name is _____, and my date of birth is _____.

My Address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.

Signature of Complainant (Declarant)

VII. AFFIDAVIT BASED ON INFORMATION AND BELIEF

(Execute this affidavit if the acts alleged are not within your direct personal knowledge, but are based on reasonable belief.)

**Please completely fill out this form.
Failure to complete this form properly will cause your complaint to be noncompliant and returned.**

I, _____, complainant, swear that I am a resident of the state of Texas. I swear that I have reason to believe and do believe that the violation alleged in this complaint has occurred. The source of my information and belief is (state below):

Signature of Complainant (Declarant)

NEW: Please complete EITHER the notary section OR the Unsworn Declaration section.

NOTARY SECTION

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____ (Complainant), 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

OR

UNSWORN DECLARATION SECTION

My name is _____, and my date of birth is _____.

My Address is _____, _____, _____, _____, _____ (street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.

Signature of Complainant (Declarant)

You must be a resident of the state of Texas to be eligible to file a sworn complaint with the Texas Ethics Commission. You are required to attach to the complaint a copy of one of the following documents:

- complainant's driver's license or personal identification certificate issued under Chapter 521 of the Transportation Code, or commercial driver's license issued under Chapter 522 of the Transportation Code; or
- a utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the complainant and is dated not more than 30 days before the date on which the complaint is filed.

You may also be eligible to file a sworn complaint with the Texas Ethics Commission if you own real property in the state of Texas. Under this provision, you are required to attach to the complaint a copy of a property tax bill, notice of appraised value, or other government document that shows your name and the address of your real property in Texas, and identifies you as the owner of the real property.

A COMPLAINT WILL BE RETURNED IF A COPY OF ONE OF THE FOLLOWING DOCUMENTS IS NOT ATTACHED AS PROOF OF TEXAS RESIDENCY OR OWNERSHIP OF REAL PROPERTY IN TEXAS.

Please check one of the boxes below to indicate the type of document you have attached to the complaint:

- Texas driver's license
- personal identification certificate (issued under Chapter 521 of the Transportation Code)
- commercial driver's license (issued under Chapter 522 of the Transportation Code)
- utility bill *
- bank statement *
- government check *
- paycheck *
- other government document *
- property tax bill, notice of appraised value, or other government document that shows your name and the address of your real property in Texas, and identifies you as the owner of the real property.

* with your name and address and dated not more than 30 days before the date on which the complaint is filed *

You may submit the completed form by: (1) mail to P.O. Box 12070, Austin, Texas 78711, (2) hand delivery to 201 E. 14th Street, Sam Houston Building, 10th Floor, Austin, Texas 78701, or (3) email to sworncomplaints@ethics.state.tx.us. Please submit only completed and final forms with all supporting documents and the affidavit notarized. Complaints received after 5:00 p.m. will be processed the next business day.

TEXAS ETHICS COMMISSION

Mailing Requirement (Government Code § 571.032)

I allow the Commission to send written notices by a less restrictive means than registered or certified mail, and I also allow the Commission to send me notices and other correspondence regarding the sworn complaint by email to:

_____ (Email Address).

_____ (Name)

_____ (Date)