



DEPARTMENT OF CONSUMER AFFAIRS
 ATTN: Correspondence Unit
 1625 NORTH MARKET BLVD., SUITE N 112
 SACRAMENTO, CA 95834
 1-800-952-5210



PUBLIC COMMENTS, COMPLAINTS & SUGGESTIONS

PLEASE USE SEPARATE FORM FOR EACH COMMENT/COMPLAINT

The Citizen Complaint Act of 1997 requires that we provide a method for use by California citizens to comment/complain about the **Boards, Bureaus, Programs, or Divisions** within the Department of Consumer Affairs

PERSON FILING COMMENT/COMPLAINT:	WHICH BOARD/BUREAU/PROGRAM/DIVISION IS THIS COMMENT/COMPLAINT ABOUT?
ADDRESS: (NUMBER AND STREET)	PERSON WITH WHOM YOU DEALT:
CITY, STATE AND ZIP	LOCATION OF ABOVE (Sacramento, District Office, etc.)
TELEPHONE NUMBER: (8am-5pm, include area code)	TELEPHONE NUMBER(S): (Include area code)
DO YOU WANT TO REMAIN ANONYMOUS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YOU WISH TO REMAN ANONYMOUS. WE MAY NOT BE ABLE TO ADDRESS YOUR SPECIFIC ISSUE.

DESCRIBE YOUR COMMENT OR COMPLAINT (Be specific - who, what, when, where, how):

Mail this completed form to the address listed on the top of this form.

SIGNATURE _____

DATE _____

Notice on Collection of Personal Information

Collection and Use of Personal Information. The Consumer Relations Unit of the Department of Consumer Affairs collects the information requested on this form as authorized by Business and Professions Code Sections 325 and 326. The Department 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 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 Information Security Office in the Department of Consumer Affairs, 1625 N. Market Blvd., Ste. S202 Sacramento, CA 95834, or email privacy@dca.ca.gov.