ALABAMA BOARD OF EXAMINERS IN COUNSELING
COMPLAINT FORM
This is the official form for filing a complaint with the Alabama Board of Examiners in Counseling. The nature of the complaint must be clearly and thoroughly stated. The form must be signed and notarized.

Complainant (Your) Name: ______________________________________________________________

First        Middle        Last

Your Mailing Address: _____________________________________________________________

Your Telephone Number: (Work) ________________________ (Home): __________________________

Area Code    Number        Area Code    Number

Name of Counselor: ________________________________________________________________

Is The Counselor Licensed by This Board? ☐ Yes ☐ No

Counselor’s License Number: ________________

Counselor’s Mailing Address: _______________________________________________________  

Name of Counselor’s Place of Business: _____________________________________________

Complainant’s (Your) Relationship to Counselor: ☐ Client ☐ Co-Professional ☐ Other

If “Other”, please explain: _________________________________________________________

If “Client”, date counseling relationship began: _______________________________________

Date counseling relationship terminated: ____________________________________________

Provide a detailed explanation of your reason for filing this complaint. Attach additional sheet(s) if necessary. Note: the explanation clarifies the nature of your complaint but may not necessarily be considered evidence to support the complaint. Provide a timeline of events with your explanation.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
I have included *evidence* to support the allegations I have made in this complaint. Note: copies of original *evidence* are acceptable for the investigation; *evidence* containing dates is extremely helpful.  
☐ Yes  ☐ No

I have included the signed and notarized Authorization For Release of Confidential Information.  
☐ Yes  ☐ No

If the complaint involves an underage (minor) child, do you have rights of custody for the child?  
☐ Yes  ☐ No
If you are divorced from the minor’s other parent, you must include evidence of court decision verifying your custodial rights.

If the complaint involves an underage (minor) child, I have included the signed and notarized Authorization for Release of Confidential Information for the minor child.  
☐ Yes  ☐ No

**AFFIDAVIT**

By my signature, I affirm that the statements contained herein are true in every respect and that I did not misrepresent any information contained in this document. I also affirm my awareness that a copy of this document and all attachments will be supplied to the counselor named in this complaint.

I understand that if a hearing is held as a result of my complaint I must appear before the Alabama Board of Examiners in Counseling at the hearing to testify concerning the complaint allegations. I understand that I may be cross-examined by an attorney and that hearings before the Board are held in Birmingham, Alabama and are open to the public.

State Of:_________________________________________  County Of:_________________________________________

_________________________________________________  _______________________________
Signature of Complainant  Printed Name of Complainant

Sworn to and subscribed before me this _____ day of ______________________, in the year ________.

_________________________________________________
Notary Public

My Commission Expires:___________________________  SEAL:

**MAIL COMPLETED FORM TO:**  
Alabama Board of Examiners in Counseling  
950 22nd Street North, Suite 765  
Birmingham, AL 35203