

# BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055  
Phone: 610-838-7041 Fax: 610-838-0500  
www.hellertownborough.org

## Citizen's Complaint Form

This form, when completed, serves as a citizens's complaint directed to the appropriate department of the Borough of Hellertown for investigation and response.

### PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

Date of Complaint:

Name of Complainant:

Phone Number(s)

Street Address:

Day:

City:

State:

Zip:

Evening:

Source Location of Complaint

Name:

Phone Number(s): If known

Street Address:

Day:

City:

State:

Zip:

Evening:

Briefly explain the nature of the Complaint:

Signature of Complainant:

Date:

Time:

### OFFICIAL USE ONLY

Date Received:

Complaint Number Assigned:

Time Received:

Follow-up Required: Yes  
No

Department Assigned:

(If yes, Finding Described on Reverse of this from)

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## Citizen's Complaint Investigation Report

### *OFFICIAL USE ONLY*

**Date:**

**Complaint Number:**

**Investigated by:**

**Date Investigated:**

**Time Investigated:**

**Findings:**

**Recommended Action:**

**If written Corrective Action notification is issued, attach letter to this form.**

**Is follow-up inspection required? Yes      No**

**List date and time complainant was informed of the findings and action to be taken on the complaint:**

**Date:**

**Time:**