



Honesty - Integrity - Character

**PALM BEACH COUNTY COMMISSION ON ETHICS**  
300 North Dixie Highway, Suite 450, West Palm Beach, Florida 33401  
Hotline: 877-766-5920 or 561-355-1915

**COMPLAINT FORM**

**1. Complainant (Person bringing Complaint) Add pages, if necessary.**

*Please list all information where you would like to be contacted. Our preference is email.*

Name: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**2. Respondent (Person against whom complaint is made) Add pages, if necessary.**

*Please provide as much information as possible.*

Name: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Title/Office Held or Sought: \_\_\_\_\_

**3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY**

Allegation is against person in  
County/Municipal Government

Allegation is about County/Municipal Vendor,  
Lobbyist, or a Principal of a Lobbyist

**4. STATEMENT OF FACTS BASED ON YOUR PERSONAL KNOWLEDGE**

In a separate attachment, please describe in detail the facts and actions that are the basis of your complaint, including the dates when the actions occurred. Also attach any relevant documents as well as names and contact information of persons who may be witnesses to the actions. If known, indicate the section of the ordinance you believe is being violated. For further instructions, see page 2 of this form.

**5. OATH**

Under the penalties of perjury, I declare that I have read the foregoing complaint and any attachments and that the facts stated in it are true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Person Making Complaint

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by

\_\_\_\_\_  
(Name of Person Making Statement)

who is personally known to me \_\_\_\_ or produced identification \_\_\_\_\_. Type of identification produced: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public, State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

## COMPLAINT FORM INSTRUCTIONS

The Palm Beach County Board of County Commissioners established the Palm Beach County Commission on Ethics in 2010.

The Commission on Ethics encourages persons with personal knowledge of suspected violations of ordinances within its jurisdiction to bring forth evidence in a legally sufficient complaint. **TO BE LEGALLY SUFFICIENT, THE COMPLAINT MUST MEET THE FOLLOWING CRITERIA:**

1. The complaint must allege a violation of any ordinance within the jurisdiction of the Commission on Ethics.
2. The allegations must be based substantially on **personal knowledge**.
3. The complaint must be signed under oath or affirmation by the complaining person.
4. No action may be taken on a complaint filed more than two years after the alleged violation.

If known, please indicate within your complaint the name and/or subsection of the ordinance that may have been violated. The Commission on Ethics has jurisdiction to hear complaints related to the following ordinances:

1. Code of Ethics
2. Post Employment
3. Lobbyist Registration

Within twenty (20) days of a legal sufficiency determination, a copy of the complaint and all related documents shall be sent to the alleged violator.

A filing fee is not required, but costs and fees may be assessed against those who file frivolous complaints, as specified in Sec. 2-260.4 of the Commission on Ethics ordinance.

The completed complaint form, notarized and substantiated with relevant documents, if available, may be mailed or delivered in person to the Palm Beach County Commission on Ethics, 300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401.

**Do not contact Commissioners directly as any such communication may compromise the processing of the complaint or result in the recusal of the Commissioner.**

Additional information about the complaint process can be obtained by calling the hotline at 877-766-5920 or 561-355-1915 or by following the link to the Ethics Commission at [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com).