

OIFIG AN CHOIMISINÉARA TEANGA

Checklist – Complaint Validation

1	Contact Details of Complainant <ul style="list-style-type: none">• Name & Surname• Postal Address• Contact Number• Email	<input type="checkbox"/>
2	Name of Public Body associated with the complaint	<input type="checkbox"/>
3	Subject of Complaint	<input type="checkbox"/>
4	Statutory Obligation re Complaint Confirmed	<input type="checkbox"/>
5	Dates (communication between the complainant and the public body)	<input type="checkbox"/>
6	Supporting material associated with the complaint which Oifig an Choimisinéara Teanga confirms to be required, e.g. initial communication between the complainant and the public body, supporting documentation	<input type="checkbox"/>
7.	The complainant has given their consent to follow up on the case formally with the public body.	<input type="checkbox"/>