West Virginia Division of Labor
Request for Investigation Form

Complainant Information

Your Name: ______________________  Daytime phone # (_____)
Address: ____________________________________________
Street Address / PO Box  City  State  Zip

Your relationship/concern in this matter is as:

☐ private citizen  ☐ representative of ____________________________
☐ competitor  ☐ other (describe) ________________________________

Company/Issue to be investigated

Please describe the issue you wish to be investigated. Remember to include company
and/or individual names when applicable and directions to the site/location to be
investigated. Be specific in your explanation and identify the violation of law alleged:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(any additional information may be provided on attachment)

For office use only

Referred to:

☐ Wage & Hour  ☐ Contractor License/Cranes  ☐ Weights & Measures
☐ Safety  ☐ Manufactured Housing  ☐ Other / Referral

Directed by: ______________________  Assigned to: ______________________  Date ________

Findings:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Section 1 must be completed in full for your complaint to be investigated. Anonymous requests will
not be processed. You may send in your complaint by fax to (304) 558 3797 or mail it to the following
address:

West Virginia Division of Labor
749-B Building 6, Capitol Complex
Charleston, West Virginia 25305