

# WEST VIRGINIA DIVISION OF LABOR

## Request for Investigation Form

<b>Section 1 - Complainant Information</b>		Date: _____
Name: _____	Daytime Phone #: _____	
Address: _____ Street Address or P.O. Box	Facsimile #: _____	
_____ City, State, Zip	Email Address: _____ (Required if requesting notification below)	
Your relationship/concern in this matter is as:		
<input type="checkbox"/> Private Citizen	<input type="checkbox"/> Representative of _____	
<input type="checkbox"/> Competitor	<input type="checkbox"/> Other (Describe): _____	
Please check if you want notified, via email only, when the initial investigation has been conducted? <input type="checkbox"/>		
<b>Section 2 - Company / Issue to be Investigated:</b>		
Please describe the issue you request to be investigated. Remember to include company and/or individual names when applicable and directions to site/location to be investigated. Be specific in your explanation and identify the violation of law alleged:		
For PW Projects Only: Project Start Date: _____ Completion Date: _____		
<b>Section 3 - Office Use Only:</b>		
RFI #: <input type="text"/>	County: <input type="text"/>	
Type of Investigation:		
<input type="checkbox"/> Contractor License	<input type="checkbox"/> Plumber Certification	
<input type="checkbox"/> Crane Operator Certification	<input type="checkbox"/> Undocumented Worker	
<input type="checkbox"/> HVAC Technician Certification	<input type="checkbox"/> Wage Bonding	
<input type="checkbox"/> Manufactured Housing License	<input type="checkbox"/> Other: _____	
Directed By: _____		
Assigned To: _____		
Date Assigned: _____		

**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 via email to [Licensing@wv.gov](mailto:Licensing@wv.gov), via facsimile to (304) 558-5174 or (304) 558-2447 or mail it to the following address:

**West Virginia Division of Labor**  
1900 Kanawha Boulevard East  
State Capitol Complex - Building 3, Room 200 - Charleston, WV 25305