

OIFIG AN CHOIMISINÉARA TEANGA

Checklist – Complaint Validation

1	Contact Details of Complainant • Name & Surname • Postal Address • Contact Number • Email	☐
2	Name of Public Body associated with the complaint	☐
3	Subject of Complaint	☐
4	Statutory Obligation re Complaint Confirmed	☐
5	Dates (communication between the complainant and the public body)	☐
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 (Photographic/Scanned/Recorded Proof attached)	☐
7.	The complainant has given their consent to follow up on the case formally with the public body.	☐