



STATE OF WEST VIRGINIA
WEST VIRGINIA ETHICS COMMISSION
210 BROOKS STREET, SUITE 300
CHARLESTON WV 25301-1804
(304) 558-0664 - FAX (304) 558-2169
ethics@wv.gov

Instructions for filing a Complaint

- Complaints may only be filed against public officials, public employees, “public servant volunteers”¹ and lobbyists.
- Complaints must be “verified,” or sworn to before a Notary Public.
- Complaints must be filed within five years of an alleged Ethics Act violation.
- Complaints must either be hand-delivered, mailed, or emailed to:

West Virginia Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301
ethics@wv.gov

Information regarding the Complaint process

- The Ethics Commission will send a letter to the person who filed a Complaint which confirms that it has been received.
- The Complaint initially will be either dismissed or investigated by the Ethics Commission’s Probable Cause Review Board.
 - If it is dismissed, the person against whom the Complaint was filed will receive a copy of the Complaint and the Dismissal Order. The person who filed the Complaint will receive a copy of the Dismissal Order.
 - If the Complaint is to be investigated, a Notice of Investigation will be sent to the person who filed the Complaint and the person against whom the Complaint was filed.
- The Ethics Commission does not have the authority or jurisdiction to enforce the Open Governmental Meetings Act. Therefore, Complaints which allege violations of the Open Governmental Meetings Act – and not the Ethics Act – will be dismissed.

¹ “Public servant volunteer” means any person who, without compensation, performs services on behalf of a public official and who is granted or vested with powers, privileges, or authorities ordinarily reserved to public officials.

For office use only:
VCRB # _____
Date filed: _____

West Virginia Ethics Commission
210 Brooks Street, Suite 300, Charleston WV 25301
(304) 558-0664 or (866) 558-0664

Ethics Complaint Form

Contact Information

Person bringing Complaint ("Complainant")

Name: _____
Telephone: _____ Alternate telephone: _____
Email: _____
Address: _____
City: _____ County: _____
State: _____ Zip: _____

*All notices will be sent via email to the email address listed above, unless the Complainant requests a paper copy by checking the following box. I request that I be provided with a paper copy of all notices.

Person against whom Complaint is brought ("Respondent") Only one Respondent may be listed on each Complaint form. Complaints may be filed against current or former public officials or public employees, or lobbyists.

Name: _____
Position or title: _____
(e.g. , Mayor of Smallville, Potomac Co. Commissioner)
Email: _____
Telephone: _____ Alternate
telephone: _____
Home Address: _____
City: _____ County: _____
State: _____ Zip: _____

Additional Information: