

Immigration Consultant Complaint Form

This form is intended to aid the San Francisco City Attorney's Office in identifying individuals who are engaging in unfair or fraudulent practices in providing immigration consulting services in the City of San Francisco. Please include as much information as possible and return the completed form by fax, e-mail, or mail to one of the following city attorneys. Please feel free to call them with any questions.

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NOTE: You may fill out the form using Adobe Acrobat, but the completed form cannot be saved by using the "save" function on your computer toolbar. Please print out the completed form to save the information you have entered.

Please delete or black-out the complainant's name before forwarding the completed form.

All information on this form is confidential and none of it will be used in pursuing immigration-related claims against the complainant.

Today's Date: _____ Case Number: _____

Complainant's Name: _____

(DELETE OR BLACK-OUT THE COMPLAINANT'S NAME BEFORE SUBMITTING TO CITY ATTORNEY)

Name of Contact Person/Person Completing Form: _____

Contact's Phone Number: _____ Contact's Email: _____

Contact's Organization: _____

Please answer the following questions regarding the complainant's e _____ with the immigration consultant:

Consultant Name/Organization: _____

Consultant Phone: _____ Consultant Email: _____

Consultant Address: _____

1. Did the consultant advertise her/himself as a "notario" or "notario publico?" Yes No

2. Did the consultant falsely claim to be an attorney? Yes No

3. Did the consultant provide a written agreement detailing the services to be performed and the price to be paid for those services? Yes No

3(a). If yes, was the agreement in both English and the complainant's native language? Yes No

4. Did the consultant give a signed receipt each time the complainant made a payment? Yes No

5. Did the consultant provide a copy of each form completed on complainant's behalf? Yes No

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6. Did the consultant return all original documents (for example, marriage certificates or visas) that the complainant provided to the consultant? Yes No

7. Did the consultant claim to have special influence with United States Citizenship and Immigration Services or any other governmental agency, employee, or official? Yes No

8. Did the consultant refer the case to an attorney or another consultant? Yes No

8(a). If yes, did the consultant charge a fee to provide the referral? Yes No

9. Does the complainant have in her/his possession any documents from the interaction with the immigration consultant? Yes No

If yes, please attach these forms, with personal information redacted.

10. What services did the consultant agree to provide?

11. What services did the consultant actually perform?

12. Did the consultant's actions impact the complainant's immigration status?

13. Please provide any other relevant information including, but not limited to, the approximate dates of the complainant's contact with the consultant, the complainant's financial loss, and any other harms that resulted from dealing with the consultant.

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14. Additional factual background or comments:

This form does not create an attorney-client relationship.

TO BE COMPLETED BY THE SAN FRANCISCO CITY ATTORNEY'S OFFICE:

Date Received:

Received By:

Notes:
