



Complaint Form

Regina Office
#150 – 2401 Saskatchewan Drive
Regina, SK, S4P 4H8
Fax: 306-787-9090

Saskatoon Office
500 – 350 3rd Avenue North
Saskatoon, SK S7K 6G7
Fax: 306-933-8406

To send us a complaint by fax or mail, please complete the following form. If you would prefer to contact us by phone, call **1-800-667-9787**.

Your Name

First Name		Last Name	
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How to Reach You

Address	
City	
Province/State	
Postal Code / Zip Code	
Phone #	
This is: <input type="checkbox"/> my home phone <input type="checkbox"/> my cell phone <input type="checkbox"/> my work phone <input type="checkbox"/> my pager <input type="checkbox"/> a friend's phone.	
Other Phone#	
This is: <input type="checkbox"/> my home phone <input type="checkbox"/> my cell phone <input type="checkbox"/> my work phone <input type="checkbox"/> my pager <input type="checkbox"/> a friend's phone.	
Fax #	

Contact Consideration

Which of the phone numbers do you prefer we use?	
Our offices are open from 8:00 - 5:00. When is the best time to contact you?	
Are there any restrictions we should know about when contacting you (for example, if we can only reach you during certain hours)?	
How did you hear about our office?	

Representation

Are you representing someone else in this complaint? If so, who?	
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The Complaint

Which ministry, agency Crown corporation or organization is your question or complaint about?	
Who have you dealt with there? (Please provide names, addresses, phone numbers, etc.)	
In a few words, describe your request for information or complaint.	
Please list any relevant file numbers, claim numbers, account numbers, etc.	
Please list any steps you have taken to resolve the matter. Please include applicable dates.	
Did you file an appeal or request a review? If so when, and what was the outcome?	
Why do you believe the organization's actions were unfair to you?	
What do you hope will happen now that you have contacted the Ombudsman office? What outcome are you seeking?	
If you consider this matter to be urgent, please explain why.	