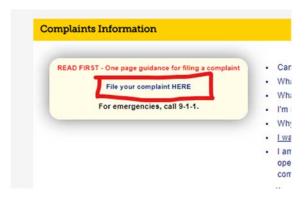
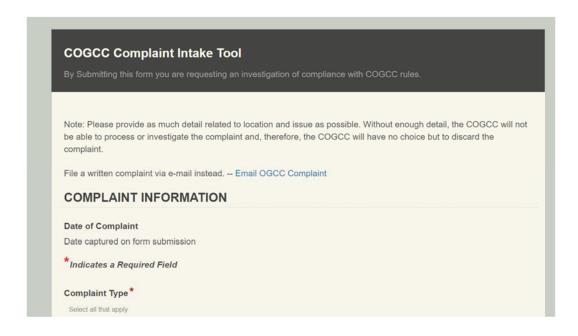
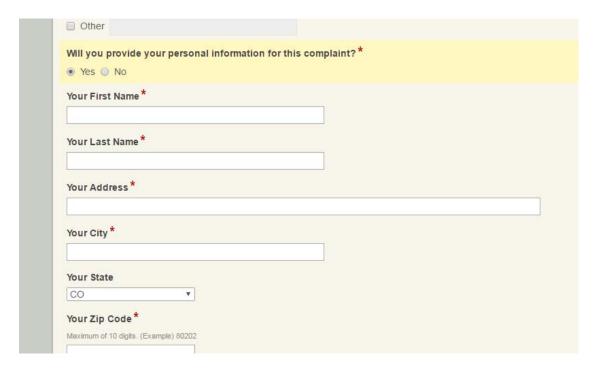
COGCC Complaint Process Complaint Intake Tool Guidance

1. Access the intake tool via the link on the complaints webpage. A direct link to the intake tool is: https://dnrlaserfiche.state.co.us/Forms/ogcccomplaintnewintake

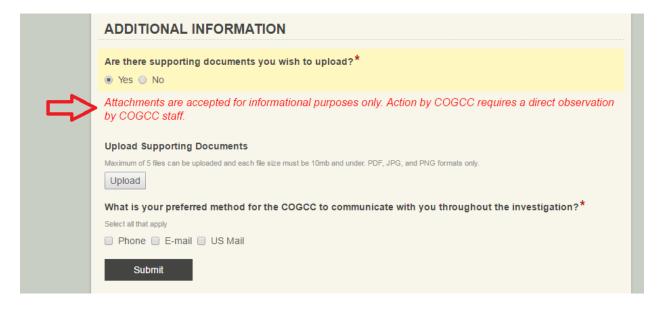




2. Complainant fills out information as desired. Fields marked with a red asterisk are required. Sections expand based on information provided/ radio buttons selected. (For example, the contact information is not displayed until complainant selects "Yes" for the question "Will you provide your personal information for the complaint?)



3. Complainants may upload supporting documents at the conclusion of the process. Documentation is for informational purposes and limited to 5 files, 10 MB each.



4. When submission is complete, complainant will see a confirmation screen and receive a confirmation email (if an email address was provided) with a copy of the submitted form attached as a PDF.

Your Complaint Intake Form has been submitted.

You may save a copy of the complaint with the form with the options below.



dnr_ogcc.complaint@state.co.us

@ 12:00 F

to me, jennifer.brainard, awilson 🕶

TO ORIGINAL SUBMITTER: megan.adamczyk@state.co.us

Jun 03 2021

This is an automated system email. Please do NOT reply to this email

FName LName,

You have submitted an OGCC Complaint Intake form. Please see the attached copy.



