



## Complaint Form

This form may be used to file a complaint or submit an allegation against a CCOF certified operation for violations against any of the certification program standards listed in the CCOF Certification Services Manual. If you feel that you have witnessed or have evidence that a CCOF client is engaged in the application of a prohibited material, misleading or fraudulent labeling, commingling of conventional and organic product, or other violations of the standards, please fill out this form.

CCOF investigates complaints per CCOF's Certification Services Program Manual. CCOF conducts such investigations confidentially and based only on documented evidence. The complainant should know that every CCOF client has the right to a complete and fair investigation and review of the complaint by CCOF, as well as the right of appeal of a proposed suspension or revocation, or denial of certification.

**Please complete this form as accurately as possible to help us investigate this complaint quickly and efficiently. Send the complaint form to:**

CCOF  
877 Cedar Street, Suite 248  
Santa Cruz, CA 95060  
Fax: (831) 423-4528  
Phone: (831) 423-2263  
Email: [complaints@ccof.org](mailto:complaints@ccof.org)

### A. Complaint Information

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Do you want your name to be confidential during CCOF's investigation of this complaint?

Yes  No

*(Please note, for CCOF to address your complaint, you must include your **first and last name and contact information**. While CCOF can maintain your anonymity for the purposes of CCOF's investigation, CCOF cannot ensure that your identity would remain confidential in the event that CCOF records were subpoenaed by a court of law or requested by subsequent county, state, or federal investigators.)*

2. What is your complaint? Please tell us what you observed and what **evidence you have to support your allegation, including attaching records or photographs to support your claims**. Please clearly provide specific information regarding who, what, when and where your complaint alleges. Attach records or photographs you may have as evidence.

3. If you are or were an employee of this operation, please describe your job and job title:  
\_\_\_\_\_

### B. Complainant Signature – CCOF cannot process complaints without a signature and date!

1. By my signature I attest that the information provided is true and accurate to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

