

# How to File an Affidavit of Complaint

## Authority of the Board

Under Louisiana Revised Statutes 37:698, the Board has the authority to take disciplinary action against any licensee or certificate holder who is found by the Board to be guilty of any of the acts or offenses specified in Paragraph A of that section. That disciplinary action can include reprimand, probation, suspension, revocation of license or certificate, refusal to renew license or certificate, or fine in an amount not to exceed five thousand dollars (\$5,000.00) per violation. Under Louisiana Revised Statutes 37:700, the Board also has the authority to take enforcement action against any non-licensee or non-certificate holder who is found by the Board to be guilty of any of the acts or offenses specified in Paragraph A of that section. That enforcement action can include a fine in an amount not to exceed five thousand dollars (\$5,000.00) per violation. Any of these actions may be taken following an administrative disciplinary/enforcement hearing. An administrative hearing may result when results of the investigation of a sworn affidavit of complaint substantiates the allegation that a violation of the Board's laws and/or rules may have occurred. In situations where the Board determines after investigation that the allegations(s) filed are completely unfounded, more appropriately resolved outside the formal disciplinary/enforcement proceedings, or not within the jurisdiction of the Board, the Board will notify the respondent and complainant in writing of its decision.

## Filing an Affidavit of Complaint

If you believe that a person is guilty of violating any of the acts or offenses specified in Louisiana Revised Statutes 37:698 and/or 700, or the Board's rules, you may file a sworn affidavit of preferral of charges in which you specify the particular violation(s) that you believe to have occurred. Although not required, you may also want to consider discussing any such affidavit with an attorney.

It is suggested that you utilize one of the following affidavit forms:

[“Affidavit of Complaint Against Licensee or Certificate Holder”](#)

[“Affidavit of Complaint Against Non-Licensee or Non-Certificate Holder”](#)

The following links to the Board's laws ([Louisiana Revised Statutes 37:681 to 37:703](#)) and rules ([LAC Title 46:LXI.101-3301](#)) may assist you in preparing your affidavit of preferral of charges.

Please ensure that your affidavit accurately reflects the facts of the allegations in detail. Of particular importance is a detailed description of the alleged actions of the respondent. The affidavit should also be accompanied by any documentary evidence you have (i.e., copies of plans, plats, contracts, letters, reports or other related documents) and should clearly identify names, addresses and positions of people who should reasonably be expected to have knowledge of the allegations.

Send the completed and fully executed affidavit and associated documents to:

**Louisiana Professional Engineering & Land Surveying Board**  
**Attention: Enforcement Department**  
**9643 Brookline Ave., Suite 121**  
**Baton Rouge, La. 70809-1433**