



Space reserved for the Registry

FORM FOR MAKING A: COMPLAINT SUGGESTION

REFERRING TO SERVICES RENDERED VIA:

ONLINE MEDIA OTHER MEDIA

PERSONAL DATA

In accordance with art. 5 of Organic Law 15/1999, of 13 December, the Personal Data Protection Act, the data provided will form part of the Complaints and Suggestions file, passed by Order JUS/2714/2009, of 25 September (published in Official State Gazette (BOE) no. 243) and will be used for the purposes of processing your complaint or suggestion. You may exercise your rights to access, rectify, cancel or oppose the aforesaid data at the Subdirección General de Información Administrativa e Inspección General de Servicios.

Name First surname Second surname

Address: street/square/avenue. Number Block Stairway Floor Door no.

Municipality Province Country Post code

National ID Card (DNI)/ Foreign National ID Card (NIE)/PASSPORT Body that you represent Contact telephone E-mail*

*Complete if you wish to receive a reply using this means

DETAILS OF THE UNIT WHERE THE INCIDENT OCCURRED

Unit/department where the incident that originated the complaint/suggestion occurred For services rendered by electronic means: Web Portal/Virtual Office Incident date Time of incident

REASON FOR COMPLAINT/SUGGESTION

[Large empty box for Reason for Complaint/Suggestion]

DATE AND SIGNATURE OF THE SUBMITTING PARTY:.....

Once the complaint or suggestion is received, the unit responsible for processing it will inform that party that submitted it concerning the actions undertaken within a period of 20 working days (art. 16.1 of Royal Decree 951/2005). If no reply is received, you may enquire at Inspección General de Servicios en C/ de la Bolsa, 8, 28071 MADRID. E-mail: inspeccion@mjusticia.es (art. 16.3 of R.D. 951/2005). Important: Under no circumstances will the complaints received be considered as an administrative appeal, nor will they interrupt the deadlines established by law for lodging the aforesaid appeals.

COPY FOR THE ADMINISTRATION



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COPY FOR THE INTERESTED PARTY