



Document Preparation Services Complaint

Office of Nevada Secretary of State

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To report an alleged violation against a document preparation service, please fill out this form and submit as instructed.

Privacy Notice: Information submitted to this office on this page will be used for official purposes only. Personal information is requested only to facilitate the processing of the complaint.

Complainant

First Name Last Name

Address 1

Address 2

City

State

Zip Code

Phone Secondary Phone

Email Address

Do you speak or understand English? ☐ Yes ☐ No

Primary language if other than English

Complaint is Against (complete all known information)

Name Business Name

Address 1

Address 2

City

State

Zip Code

Phone State Business License # NV

Website Email Address

Details of Complaint



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Please provide answers to as many of the following questions as you can. This information will assist us in our initial investigation. If you do not know the answer to a question, please write "Unknown." If the question does not apply to your complaint, please write "N/A."

1. Did you make any payments to this individual or business? ☐ Yes ☐ No (If yes, complete a-e)
- a) Date of payments
- b) Amount \$
- c) Total amount of payments made
- d) Form of payments, select all that apply: cash, personal check, money order, cashier's or certified check, credit card or other (describe)
- e) Do you have receipts or evidence for payments? ☐ Yes ☐ No
If yes, please describe
2. Were you ever promised a specific result by this person or business? ☐ Yes ☐ No
If yes, please describe
3. How did you find this person or business? (select one) ☐ Word of mouth ☐ Referred by friend/acquaintance
☐ Telephone ☐ Television ☐ Radio ☐ Newspaper ☐ Brochure or pamphlet ☐ Website
4. In what language did you transact business with this person or business?
5. Did this person ever appear in court or before a presiding officer on your behalf? ☐ Yes ☐ No
6. Did this person or business ever represent that he or she was an attorney? ☐ Yes ☐ No
7. Did you ask if they were an attorney or notario? ☐ Yes ☐ No
8. Did this person or business advertise services as a notario? ☐ Yes ☐ No
9. Did you sign a contract for services with this person or business? ☐ Yes ☐ No (If yes, complete a-d)
- a) Were you provided a copy of the contract? ☐ Yes ☐ No
- b) Do you have a copy of that contract? ☐ Yes ☐ No
- c) What language was the contract written?
- d) Is the contract written in a language you can read? ☐ Yes ☐ No
10. Type of service you were seeking: (select all that apply) ☐ Immigration ☐ Eviction ☐ Divorce
☐ Will ☐ Custody ☐ Other - please specify



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11. Were you provided a written disclosure that stated the document preparers name, business address, telephone number, state business license expiration date and registration number? ☐ Yes ☐ No
(If yes, complete a-e)
- a) Did the written disclosure state that the document preparer was not an attorney authorized to practice law in this State and is prohibited from providing legal advice or legal representation? ☐ Yes ☐ No
- b) Did you read and sign the disclosure? ☐ Yes ☐ No
- c) Do you still possess a copy of the disclosure? ☐ Yes ☐ No
- d) What language was the disclosure in?
- e) Were you provided a copy of the disclosure? ☐ Yes ☐ No
12. Were you told the total cost of the services? ☐ Yes ☐ No
If yes, what was that amount? \$
13. Did the total cost exceed what you were told? ☐ Yes ☐ No
If yes, what was that amount? \$
14. Is this person or business registered as a document preparation service? ☐ Yes ☐ No
If yes, do you know the certificate number?
15. Were you assisted by the same person or by a person who works under the direction of another person? ☐ Yes ☐ No
If yes, whom?

I hereby certify that the information provided on this form is true and correct to the best of my knowledge.

X

Signature of Complainant

Printed Name

Date

Best time to contact you is between (specify hours) ☐ AM ☐ PM and ☐ AM ☐ PM

If this report was prepared by someone other than the complainant, please indicate who assisted in the preparation of this report.

Name Relationship to complainant

Phone Email Address

This information may be submitted on our website or sent via fax, email and regular mail.

Nevada Secretary of State Francisco V. Aguilar
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North Las Vegas, NV 89030

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