



BUREAU DU SYNDIC

REQUEST FOR INQUIRY

This inquiry request is addressed to the *Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec* further to an alleged breach of the Professional Code, Code of Ethics or other regulations.

I. IDENTIFICATION OF THE TARGETED PROFESSIONAL

LAST NAME

FIRST NAME

EMPLOYER OR PRIVATE PRACTICE

at the time of

the alleged breach

BUSINESS TELEPHONE

()

EMAIL

FUNCTION or POSITION

at the time of the alleged breach

Nature OF THE MANDATE OR SERVICES REQUIRED:

I. IDENTIFICATION OF THE APPLICANT

LAST NAME _____

FIRST NAME _____

ADDRESS _____

TELEPHONE (_____) _____

* Before providing us your email address, please attentively read the message below which is contained in the annexe.

EMAIL (optional): _____

Do you wish your information to be kept confidential?
Do you wish to remain anonymous

*** In the event that a complaint is lodged at our Disciplinary Council, we cannot guarantee absolute anonymity.**

II. NATURE OF THE ALLEGED BREACHES

Alleged breaches or behaviours: Please include as many details as possible, such as facts, locations, etc. (attach additional sheets if necessary)

Is the person signing this Request for Inquiry the client of the targeted professional?

YES **NO**

If not, what is the source of the information and what is the relationship?

I. HAVE YOU LODGED A COMPLAINT WITH:

	Yes	No
The establishment	<input type="checkbox"/>	<input type="checkbox"/>
The Complaints Commissioner	<input type="checkbox"/>	<input type="checkbox"/>
Others (specify):	<input type="checkbox"/>	<input type="checkbox"/>

If so: provide details and attach a copy of your written complaint and the response, if one has been received.

Were you assisted by an organization in making this request? **YES** **NO**

If so, which one?

Will you be helped by a third party within the framework of this inquiry? **YES** **NO**

If so, specify

II. DECLARATION

To the best of my knowledge, the aforementioned information is true. In witness thereof, I have signed:

Date: _____ Signature: _____

[ANNEXE]

Warning: Communication by email does not necessarily provide a guarantee of confidentiality, to which you are entitled. To improve the protection of our exchanges, we use secure email to send out sensitive information and we invite you to take the following precautionary measures:

- Use an email account in which you are the exclusive user;
- Protect the account with a password that only you know;
- Do not access the account from public terminals;
- Configure the parameters with a short time delay to put your device on « sleep ».

Most consumer email services contain flaws that theoretically enable third parties to intercept messages and to provide foreign authorities with the capacity to access information without your awareness. We nevertheless use email services for communication which does not contain sensitive information.

By providing us with your email address, you are accepting that we use this method of communication with you. If you are not in agreement with our policy of the use of email communication, you may leave this line of the application blank and our contact with you will be through regular mail/registered mail.