

Form 8

## GENERAL COMPLAINTS FORM

***If a complaint arising during a Church-related activity in the Diocese of Galway, Kilmacduagh and Kilfenora cannot be resolved by informal discussion between the parties involved, this form should be completed and submitted to the Parish Priest or other person with overall responsibility for activity.***

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

For office or staff use only

Form received by \_\_\_\_\_ Date \_\_\_\_\_

Action taken to resolve the problem \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result \_\_\_\_\_

\_\_\_\_\_