



Complaint Form Instructions

The Office of Minority and Women's Business Enterprises takes all complaints seriously. We are dedicated to maintaining the integrity of the certification process to maximize the participation of certified businesses in Washington State.

Who can file a Complaint?

Any person may file a written complaint stating that a currently certified business is ineligible and state the reasons why the business may no longer meet the eligibility criteria of applicant owner group membership, business size standard, ownership, and/or control.

Important facts to know:

OMWBE will not accept any anonymous or general allegations.

You have the option to have your identity remain confidential with a written request. Please note if the confidentiality of your identity will prevent the investigation, proceeding or hearing, or result in a denial of appropriate administrative due process to other parties you will be advised to waive the privilege.

A certified business must not intimidate, threaten, coerce, or discriminate against any individual or business due to a complaint.

How to file a Complaint?

Complete the OMWBE Complaint Form located on our website (<https://omwbe.wa.gov/certification-complaints>). Once downloaded complete Sections 1 and 2. The following options are available to submit the Complaint Form:

Mail Us:

P.O. Box 41160
Olympia, WA 98504-1160

Visit Our Office:

1110 Capitol Way South, Suite
150 Olympia, WA 98501

Email Us:

certificationcomplaints@omwbe.wa.gov

Please note that while our form is available for your convenience, we accept all written complaints containing your contact information, name of the certified business in question, and the details of the violations.

You have filed your Complaint. What are the next steps?

Once we receive a written complaint, we will send a Notice of Complaint to the business owner and Receipt of Complaint Letter to the Complainant 10 business days. An Audit and Review Unit team member will provide status updates during the complaint process. Your cooperation will allow the complaint to be handled in a timely manner.

For questions about the Complaint Process please contact the Audit and Review Unit at 360-890-6305 OR Email certificationcomplaints@omwbe.wa.gov