



Please use this form if you wish to lodge a complaint with the Ombudsman.

If you have any questions, you are welcome to phone us on +45 33 13 25 12.

Your name: _____

You must write your own name even if you are complaining on behalf of another person.

Date: _____

Address: _____

Postal code: _____ Town: _____

Country: _____

CPR No., Alien Identification No. or Person ID No.: _____

Are you complaining on behalf of another person? Yes No

If you are complaining on behalf of another person you need a power of attorney from that person. You are welcome to send us the complaint form immediately but we can only investigate the complaint when we have received the power of attorney. You will find a power of attorney form at the end of this document.

Which public authority do you wish to complain about? _____

You can complain to the Ombudsman about public authorities – except the Folketing (the Danish Parliament) and the courts of justice, etc. The Ombudsman cannot investigate complaints about the private sector.

If you know the public authority's case or file number, please write it here:

What do you wish to complain about?

A) The public authority's decision (within the meaning of administrative law)

What is the date of the most recent decision? _____

You can only complain to the Ombudsman if you have received the most recent decision in your case less than 12 months ago.

Does the decision say who you can complain to (guidance on channels of complaint)?

It will typically be at the end of the letter. Yes No

If you can complain to an administrative authority, you must do so first. The Ombudsman is not able to investigate your complaint until you have used all the channels of complaint available to you.

What do you wish to complain about? _____

You are welcome to continue writing on a separate sheet of paper.

B) Case processing (waiting time, lack of reply or other)

Describe what you wish to complain about: _____

You are welcome to continue writing on a separate sheet of paper.

Appended documents

Which documents are you sending with your complaint? Write sender and date, for instance.

We need all the documents which you believe to be important to the case (decisions, letter from you to the public authority, replies from the public authority, statements, etc.). If you send us the original documents, we will send them back to you after the

conclusion of your case. If your documents appear to be copies, we will not normally send them back to you.

Appendix 1: _____

Appendix 2: _____

Appendix 3: _____

Appendix 4: _____

Appendix 5: _____

Appendix 6: _____

Appendix 7: _____

Appendix 8: _____

Appendix 9: _____

Appendix 10: _____

When you have filled in the form, please send it to:

*Folketingets Ombudsmand / Parliamentary Ombudsman
Gammeltorv 22
DK-1457 Copenhagen K
Fax No.: +45 33 13 07 17*

POWER OF ATTORNEY

My name is: _____

My address is: _____

My telephone No. is: _____

I give power of attorney to:

Name: _____

Address: _____

Telephone No.: _____

He/she shall, instead of me, attend to the complaint I have lodged with the Parliamentary Ombudsman (be my "party representative").

My complaint concerns: _____

I realise that all letters from the Parliamentary Ombudsman's office will be sent to him/her for the duration of the power of attorney.

The power of attorney is cancelled when the Parliamentary Ombudsman has concluded his investigation of the case. I may, however, cancel the power of attorney at any point in time by informing the Parliamentary Ombudsman's office.

(Place, date)

(Signature)