WYOMING STATE BOARD OF VETERINARY MEDICINE
2001 Capitol Avenue, Room 127
Cheyenne WY 82002
(307) 777-5403

Complaint Reporting

This is a general overview of the disciplinary/contested case process. To the extent that its application in any given situation contradicts the Board's Rules and Regulations, the Board's Practice Act, the Wyoming Administrative Procedures Act, any court order, federal or state law, the latter shall control.

The Wyoming State Board of Veterinary Medicine (Board) regulates the practice of veterinarians, artificial insemination technicians, embryo transfer technicians, embryo transplant technicians, and animal euthanasia technicians. Complaints should be filed against specific licensees and not the facility, clinic, corporation, etc.

The Board does not accept anonymous complaints. All complaints must name the individual the complaint is filed against, and must be signed by the person registering the complaint before the Board will proceed. A license or certificate holder has a property right to their registration under Wyoming Law and therefore they are afforded the right of due process. Part of this process requires that the license or certificate holder be given the opportunity to address the concerns raised in a complaint against them, and to present a defense to the allegations.

A copy of this complaint and all supporting documentation will be provided to the licensee in order for them to be given the opportunity to respond to the allegations in the complaint.

The entire complaint review, investigation and legal review process may take an extended period of time depending on the complexity of the case and the pending caseload before the Board.

How Complaints are Processed

When a complaint is received it is assigned a complaint number. The complaint will be referred to by this number throughout the process. You will receive a letter from Board staff acknowledging receipt of the complaint.

An investigator will be assigned to the complaint. The investigator may contact you and your witnesses if additional information is needed. After full review of all of the information gathered, the investigator will make a recommendation to the Board.

The Board must vote to accept the investigator's recommendation during a public meeting. Once the Board votes to accept the recommendation, the case proceeds as directed by the Board for disposition. After the Board action, the licensee and the complainant are notified of the outcome in writing.

If you have any questions please contact the Board's Compliance Officer, Amanda Best, at Amanda.Best@wyo.gov or at (307)777-7764.

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COMPLAINT FORM

Please note: The licensee will be notified that a complaint has been filed against them and a copy of this complaint will be provided to him/her for a response to the allegations listed in the complaint

1. Person Complaint is Against (Respondent)			
Last Name	*First Name*	*Middle Initial*	
Business Name			
Street or PO Box	*City*	*State*	*Zip*
Phone #	*Email*		

2. Person Filing Complaint (Complainant)			
Last Name	*First Name*	*Middle Initial*	
Mailing Address Street or PO Box	*City*	*State*	*Zip*
Preferred Phone #	*Email*		
Date(s) of Incident	*Time(s) of Incident*		
Location of Incident			

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Is an attorney or representative assisting you in this matter? ▢ Yes ▢ No
If yes, please provide the attorney's or representative's name, address, phone number, and email below:

3. Describe and State Your Complaint

- Please type or print the information neatly
- Attach additional sheets if necessary
- Provide clear statements as to the specific nature of your complaint
- Attach copies of any documents you many have that will substantiate your claim
- Provide a list of any witnesses with their contact information

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Signature	*Date*