1. **Grievance Submission Form**

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| **Reference Number** |  |
| **Date of Incident Grievance ID #** **Time:** | (dd-mm-yyyy)* am
* pm
 |
| **Full name (optional)*** I wish to raise my grievance anonymously.
* I request not to disclose my identity without my consent**.**
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| **Contact information****Please mark how you wish to be contacted (mail, telephone, e-mail).** | * By E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Preferred language of communication** | * Albanian
* English
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Description of Incident for Grievance**  | What happened? Where did it happen? Who did it happen to? What is the result of the problem? |
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| **Status of occurrence**  | * One-time incident/grievance (date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* Happened more than once (how many times? \_\_\_\_\_\_)
* On-going (currently experiencing problem)
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| **What would you like to see happen?**  |
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| *Contact information for enquiries and grievances:* Attention: **Gilberta Selamaj**Address:Rr. Papa Gjon Pali i II, Nr 3, TiraneE-mail: govtech@akshi.gov.al  | Name/ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |