

From: Yitagesu, Jeannelle
Sent: Wednesday, November 9, 2022 3:02 PM
To: DPS-DRIVER LICENSING <DPS.DRIVERLICENSING@state.sd.us>
Subject: NVRA complaint form-fillable

Good afternoon,

Attached is the NVRA complaint form in a fillable version. If someone comes into the exam station and wants to file a complaint, please follow these steps:

1. Ask the complainant if they would like a copy of the complaint form, would like assistance filling it out, or would like to fill it out at their leisure. If they prefer to fill it out at their leisure direct them to the NVRA section of our website.
2. If you receive a completed complaint form send it to the NVRA Coordinator via email as soon as possible.
3. The NVRA Coordinator is responsible to investigate all complaints.

Please let your supervisor know if you have questions.

Jeannelle