

I, certify that on \_\_\_\_\_ I mailed a copy of this document and the “Request for Brief Adjudicative Proceeding” form, postage prepaid, to the person named below at the address listed below. I certify under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Dated: \_\_\_\_\_ at: \_\_\_\_\_, WA.

By: \_\_\_\_\_

Date

Name

Address

City, St Zip

## Statement Of Charges For [Suspension/Revocation/Other Sanction] Of License

Case Number:

Dear Mr./Ms.:

We have received and investigated allegations that you have violated the laws regulating (**PROFESSION**). After carefully reviewing the information obtained during the investigation, we decided we should take the following disciplinary action. [State the sanction].

### What are the reasons for this disciplinary action?

- (Reason for disciplinary sanction)

### How can I dispute this decision?

You can request a Brief Adjudicative Proceeding (BAP).

### How do I request a BAP?

1. Complete the enclosed “Request for Brief Adjudicative Proceeding” (“BAP Request”).
2. Include a written statement, and any evidence, to explain why you disagree with the Department’s decision.
3. Send all this information to the address below.

### What happens if I request a BAP?

- After we receive your BAP Request we will send you a letter telling you the date of the BAP.

- Within 20 days after receiving your BAP request a presiding officer who has agency experience, but who has not personally participated in decisions regarding this case, will review the BAP Hearing File, including any additional information you send us with your BAP Request.
- The presiding officer will prepare an Initial Order explaining his/her decision, including any disciplinary action that will be taken.
- The department will send you two copies of the Initial Order, one by certified mail and one by regular mail, within 10 days after the BAP has been conducted.

**How much time do I have to request a BAP?**

Your BAP request must be **received** at the address below within twenty days from the date of this letter: \_\_\_\_\_.

**What happens if my BAP request is not received by the department by this date?**

If the department does not receive your BAP Request by this date, then you lose your right to dispute this decision..

**Where do I send the BAP request?**

Department of Licensing  
Program  
PO Box ----  
Olympia, WA 98507-9---

You may deliver the BAP request to: [physical address].

If you have questions about the BAP, please call our office at (360) 664- .

Sincerely,

Administrator/ or BPD's AD  
Public Protection Unit/ or Business and Profession Division

PB:nlv

cc: Employer (cover Letter only)  
Presiding Officer  
File

Enclosure: Request for Brief Adjudicative Proceeding form

Reference: