**A red shield with white keys and a crown

Description automatically generated**Diocese of York - Complaint Form

To make a formal complaint in line with the Diocese of York’s Complaints Policy, please set out the details in writing using the form below, either by email to [hr@yorkdiocese.org](mailto:hr@yorkdiocese.org), or else by post addressed to HR, Diocese of York, Amy Johnson Way, York, YO30 4XT.

These addresses are monitored, and we aim to acknowledge a formal written complaint within three working days of receiving it.

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| Your name: | |  | |
| Address: | |  | |
| Postcode: | |  | |
| Contact telephone number: | |  | |
| Please give details of your complaint, including whether you have spoken to anybody at the Diocese about it. | |  | |
| What actions do you feel might resolve the problem at this stage? | |  | |
| Are you attaching any paperwork? If so, please give details. | |  | |
| Signature: | |  | |
| Date: | |  | |
|  | | | |
| **Official use** | | | |
| Date acknowledgement sent: | |  | By who: |
| Complaint referred to: | |  | Date: |
| Outcome: |  | | |