

CITY OF HOLLY SPRINGS
160 S. MEMPHIS STREET
HOLLY SPRINGS, MS 38635
PH. (662) 252-4280

CITIZEN COMPLAINT FORM

Sharon D. Gipson, Esq., Mayor



Instructions:

This form may be completed on your computer or filled out by hand. This form must be signed prior to processing and submitted by mail or in person. Mail or deliver completed form to the following: City of Holly Springs, 160 S. Memphis Street, Holly Springs, MS 38635.

Complainant Information:

Full Name _____

Home Address _____ City _____

Phone _____ Email _____

Complaint on which City Department (check all that apply)

Fire Department
Parks & Recreation
Utility Department

Street Department
Police Department
Other (explain)

City Hall
Public Works/Zoning

Incident Information in Detail:

Location _____

Date _____ Time _____

Name of City Employee Involved _____

All witness(es) Name and Phone Number

1. _____
2. _____
3. _____

Summary of incident/ Reason for Complaint (additional space on page 2)

I, _____, do hereby affirm that the above allegations made by me in this citizen's complaint report, are to the best of my knowledge and belief, true and based on fact.

Complainant's Signature _____ Date _____

Please email the completed form to
cityofhscplaintform@hollyspringsms.gov or mail a hard copy to Holly
Springs City Hall, c/o Mayor Sharon D. Gipson, 160 S. Memphis Street, Holly
Springs, MS 38635

CITIZEN COMPLAINT FORM SUPPLEMENT

Attach additional pages if necessary