



THIRD PARTY REPRESENTATIVE – CONFIDENTIALITY FORM



During the investigation, the Office of Wage Standards will maintain confidentiality as appropriate in each case and to the extent permitted by applicable laws and the court. Submitting this form to the Office of Wage Standards, signed by both parties, will allow authorization for a third party representative to become involved in the investigation.

SECTION I: AGREEMENT

I _____ hereby designate _____ to serve as my representative
(Name of complainant/company) *(Name of representative)*
during the course of the Office of Wage Standards' ("OWS") investigation of Case No.[_____] regarding whether the employer violated the Los Angeles Minimum Wage Ordinance (Los Angeles Municipal Code Section 187 et seq.).

_____ will be entitled to receive the same information from the OWS during the course
(Name of representative)
of its investigation that I am entitled to receive.

In order to serve as a third-party representative, _____ hereby agrees that he/she will
(Name of representative)
not disclose any information _____ receives from the OWS, or any other information regarding
(Name of representative)
the investigation, to anyone other than _____ while the investigation is pending.
(Name of complainant/company)

SECTION II: SIGNATURE

COMPLAINANT/COMPANY:

Signature Print Name and Title Date

REPRESENTATIVE:

Signature Print Name and Title Date

FOR OWS USE ONLY

DATE RECEIVED: : / /

ANALYST:

DATE OF COMPLAINT: / /

COMMENTS: