**Section 210.800 Investigations**

a) Investigations under the Act may be generated by employee complaints and regular inspections (including target and re-inspections).

b) Employees, or former employees, who wish to file a complaint must complete and submit an official application form provided by the Director. Complainants shall answer all questions contained on the form, including, but not limited to: the complainant's name, address, telephone number, social security number, and if 18 years of age or younger, his/her birthdate; the name, address and telephone number of the employer; the type and amount of back wages claimed; the hours worked, wages per hour, and gratuities received; and the signature of the complaining party.

c) Any complaint which fails to meet all the requirements set forth in subsection (b) of this Section may be accepted by the Director if it otherwise contains the information determined by the Director to be necessary for a proper investigation and review of the alleged violation therein contained.

d) Complaints must be filed within 1 year from the date of separation of employment or within 1 year after the alleged underpayment, whichever occurred later. The Director may investigate payments made to all employees for up to 3 years prior to the date the complaint was filed.