

**REQUEST YOUR OWN RECORDS -
INDIVIDUAL****Request for Confidential Unemployment Insurance Program Information and Records**

WANT A FASTER RESPONSE THAN 5 TO 10 BUSINESS DAYS – Go on-line to immediately get your reported wage information as far back as 2005 and unemployment claim information at least as far back as 2016 OR upload and submit this signed request form on-line to receive a response within 1 business day. Go to esd.wa.gov/newsroom/public-records for more information.

1. PROVIDE THE FOLLOWING INFORMATION:

Name (please include any alias or maiden name):

Social Security Number (Needed to Process Request):

2. CHECK ONE OR MORE BOXES TO INDICATE THE RECORDS BEING REQUESTED:

☐ I am requesting a copy of my Wages Reported by employers in the State of Washington from

_____ through _____
(start date – far back as 1987) (end date)

☐ I am requesting a copy of my Unemployment Payment History from:

_____ through _____
(start date) (end date)

☐ If you are seeking records other than the above (identify here):

3. AUTHORIZATION AND SIGNATURE:**a) Send records/information to:**

FIRST NAME	LAST NAME	TELEPHONE NUMBER	
ORGANIZATION NAME (IF APPLICABLE)			
ADDRESS	CITY	STATE	ZIP CODE
FAX NUMBER	EMAIL ADDRESS		
MAILED OR FAXED IN REQUESTS WILL BE RESPONDED TO WITHIN 5 TO 10 BUSINESS DAYS . SEND REQUEST TO: ESD Records Disclosure Unit P.O. Box 9046 Olympia WA 98507-9046 Fax: 1-866-610-9225			

This form should not be emailed as it may contain personal sensitive information.

b) By signing below I declare under the penalty of perjury under the laws of the State of Washington that I am the individual whose confidential unemployment insurance program information and records is being requested and I authorize the records be sent to the individual/organization identified in Section 3a.

Signature (Required – Electronic Signature Not Accepted)

Date

Any questions contact the ESD Records Disclosure Unit at 1-844-766-8930