



Requests for release of information must be in writing, and directed to the North Carolina Department of Commerce, Division of Employment Security's (DES) Legal Services Section. Written requests must be submitted by U.S. mail or facsimile to:

Mail: Attn: Legal Release
 Legal Services Section
 North Carolina Department of Commerce
 Division of Employment Security
 Post Office Box 25903
 Raleigh, NC 27611-5903

Facsimile: (919) 715-7194

Requests for release of information must clearly specify the information that is being requested (i.e., UI information, wage information, completion of forms, etc.), and must include the reason that the information is being requested. The written request must also contain the purpose for which the information, if released, will be used.

The Employment Security Law, Chapter 96 of the North Carolina General Statutes and Title 4, Subchapter 24A of the North Carolina Administrative Code, authorizes DES to charge a fee for certain services. Pursuant to 04 N.C. Admin. Code 24A. 0207, payment must accompany requests for release of information in most cases. In order to determine whether a fee applies, or whether the law allows release of the information requested, the specific information being requested must be clear in the written request. DES may request additional information from the person making the request. Anyone sending a subpoena to DES must direct the subpoena to the Legal Services Section of DES.

Pursuant to 04 N.C. Admin. Code 24A .0202, all requests must contain the:

- subject matter of the record;
- date or approximate date that the record was made;
- person or office that made the record;
- complete name of person making the request;
- complete address of person making the request;
- last four digits of the social security number for the records requested (complete SSN is required for W6 requests);
- date of birth; and
- written instructions and fax number if DES's response or information is to be sent by fax (otherwise response will be mailed to requesting person's address).

NOTE: DES will not send information or documents to a third party unless the request complies with the applicable law, including 04 N.C. Admin. Code 24A .0204. For security purposes, requests for W6s must not be sent via email or fax. DES will not provide responses, information or documents by email.

For additional information or questions, please see 04 N.C. Admin. Code .0201 through .0207, or call Betty Ann Boyd at (984) 236-5987

REQUEST FOR RELEASE OF INFORMATION FORM

Mail or Fax to:

ATTN: Legal Release
Legal Services Section
North Carolina Department of Commerce
Division of Employment Security
Post Office Box 25903
Raleigh, NC 27611
Phone: (984) 236-5987 Fax: (919) 715-7194

Requester's Information:

Name _____

Phone _____ Fax _____

Address: _____

Information Requested:

Name: _____ SSN (last 4 digits) or Account No. _____
(of individual or business whose records are requested)

Address: _____

Telephone: _____ Birth Date: _____

Clearly state the information requested, reason for the request, and purpose for which the information will be used (use additional pages if necessary).

Requester's Name & Title: _____ Date: _____

Requester's Signature: _____ Witness: _____ Date: _____
(Department staff, where applicable)

NOTE: Some information requests, including wage history records, Form 1099-G and decisions/documents/recordings in closed cases require a minimum \$15.00 fee pursuant to Chapter 96 of the North Carolina General Statutes and Title 4, Subchapter 24A of the North Carolina Administrative Code. Requests by a third party require payment and a signed authorization waiving confidentiality for allowing the information to be released. Requests requiring payment should be mailed to the above address with a certified check or money order payable to the NC Department of Commerce, Division of Employment Security.

Information may be faxed to a designated name and fax number. DES will not bear the cost and responsibility of mailing information to another entity. Documents will not be provided via email.

Requests for Wage History Files from a non-claimant require a complete SSN.