



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCY

JEFF DONOFRIO  
DIRECTOR

## PUBLIC OFFICIAL, EDUCATIONAL INSTITUTION, OR MICHIGAN WORKS! AGENCY REQUEST FOR INFORMATION

The Michigan Employment Security (MES) Act and Michigan Administrative Code, in conjunction with the Code of Federal Regulation, 20 CFR 603, authorizes the Unemployment Insurance Agency (UIA) to release unemployment insurance data. UIA may only release this data pursuant to an agreement and if the statutory requirements for disclosure are met.

To receive data, the following requirements must be met:

1. The requesting individual or entity is an authorized requestor pursuant to statute and rule.
2. The purpose for which the data is requested is an authorized purpose pursuant to statute and rule.
3. The requesting individual or entity must enter into a written agreement to receive the data.
4. The requesting individual or entity must agree to reimburse UIA for the cost of providing the data.

UIA data can be requested for the fourth quarter of 2013 through present. If your request is for data prior to the fourth quarter of 2013, there will be an additional cost to obtain this data which must be paid by the requestor. If you cannot provide the Social Security Number (SSN) of the individuals for whom you are requesting data, you must provide each individual's first name, middle initial and last name, address, date of birth and gender. There will also be an additional cost to obtain data requested without SSNs.

To submit a data request, complete this form and return it via email to [LEO-UIAdatarequests@michigan.gov](mailto:LEO-UIAdatarequests@michigan.gov) or by fax to 313-456-2733. Do not send data with this request. You will be notified when to provide individual data to fulfill your request if approved.

**Describe the records requested. Be specific and include the time period for which you are requesting data:**

**Describe in detail the purpose for which you are requesting data. This must be specific and not general in nature:**



**Describe how the data is to be used. Include whether you plan to redisclose the data, and if so, in what form and to whom:**

**Which of the following describes the requestor? Select one.**

- Public Official
- An agency of this state that is acting as a contractor or agent of a public official and conducting research that assists the public official in carrying out the duties of the office.
- Eligible Educational Institution
- Independent Educational Institution  
Michigan Works! Agency
  - A public office or agency of a local unit of government within the Michigan works area.
  - An entity organized under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536.
- Other: \_\_\_\_\_

**I would like to:**

- Receive a copy of records and pay associated fees
- Request data analysis conducted by UIA for an Independent Educational Institution only (associated fees apply)

I affirm that the information provided on this form is accurate. I understand that if I misrepresent information, I may be subject to penalties under Section 54 of the MES Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Entity

You will receive a confirmation letter that your request was received. Once your request is reviewed, you will receive notice as to whether your request was approved or denied. If approved, a cost estimate will be provided, and you will receive a tentative agreement. After the agreement has been approved and fully executed, you will be invoiced for the cost estimate. Upon receipt of payment, the data request and transfer will be executed. After the transfer of data, you may receive a second invoice for the actual cost including transfer fees. The invoice must be paid within 30 days or the agreement will automatically terminate and you must destroy the data pursuant to the terms of the agreement. You will need to ensure that all legal and technical requirements for your entity have been addressed prior to the transfer of data.

If you would like more information on requesting unemployment insurance data, see Fact Sheet #170, *Unemployment Insurance Data Requests*, available at [www.michigan.gov/uia](http://www.michigan.gov/uia) under Tools & Resources, Fact Sheets.

If you have questions, contact UIA at [LEO-UIAdatarequests@michigan.gov](mailto:LEO-UIAdatarequests@michigan.gov).