

SELF-REQUEST FOR RECORDS

(Immediately get your employment history information as far back as 2005 and most recent unemployment claim information on-line at www.esd.wa.gov)

A response to this request will be sent within 10 to 15 BUSINESS DAYS.

1. PROVIDE THE FOLLOWING INFORMATION:

Name (please include any alias or maiden name(s):

Social Security Number:

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

I am requesting a copy of my Employment History from
_____ through _____
(start date) (end date)

I am requesting a copy of my Unemployment History from
_____ through _____
(start date) (end date)

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

If you do not have a Social Security number then write the number that you use to work in the above space. If you do not use another number then write "No Social Security number".

3. AUTHORIZATION AND SIGNATURE:

a) Mail or Fax records to:

ATTN: **DATE FAXED:**
City of Seattle
Utility Discount Program
810 3rd Ave, Ste 440
Seattle, WA 98104
Phone (206) 684-0268, FAX: (206) 621-5012

c) I authorize the requested information/records be released and sent to the entity identified in Section 3a.

d) By signing below I declare under the penalty of perjury under the laws of the State of Washington that I am the individual whose records are being requested.

X _____
Signature (Required) Date