

**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](http://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:**

**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 3<sup>rd</sup> 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**