

Fact Sheet 170 - Unemployment Insurance Agency Data Requests

UIA Data Requests

Unemployment Insurance (UI) data is confidential, but may be shared, by request, under specific circumstances. This Fact Sheet provides the requirements and steps to request such information.

There are three (3) types of data requests eligible requestors can submit to the Unemployment Insurance Agency (UIA). They are requests for individual records; requests for information by public officials and educational institutions; and requests under the Freedom of Information Act (FOIA). There are also requests for data that may be provided by partner agencies, such as the Bureau for Labor Market Information and Strategic Initiatives.

A. Requests for Individual Records

Who can request individual claimant or employer records?

Any individual or employer can request their own records or authorize the UIA to release their records to a third-party by submitting a completed Form UIA 6102, Authorization to Release Confidential Information.

How to request the information

[Complete Form UIA 6102 - Authorization to Release Confidential Information.](#)

The request must describe the records in enough detail for UIA to find them. The requestor must also provide their name, address, and date of request. The authorization form must be legibly signed by the individual or representative of the employer whose records are being requested.

Email, fax, or mail the completed form to:

Email: TIA-FOIA-UI@michigan.gov

Fax: 313-456-2733

Michigan Unemployment Insurance Agency
Attn: Disclosure of Information Coordinator

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3024 W. Grand Blvd, Suite 12-100
Detroit, Michigan 48202

B. Requests for Information by Public Officials & Educational Institutions

Who Can Request Information?

Subject to the other requirements that are described, UIA may make confidential information available to the following types of requestors:

- Public officials.
- Eligible educational institutions.
- Michigan Works! agencies.
- A contractor of a public official.

Definitions:

- A Public Official means, in part, an official, agency, or public entity within the executive branch of federal, state or local government who is responsible for administering or enforcing a law, or an elected official in the federal, state, or local government. It also includes an eligible educational institution or a Michigan Works! Agency. See 20 CFR §603.2 for additional information.
- Eligible Educational Institution means a public community or junior college established under section 7 of article VIII of the State Constitution of 1963 or part 25 of the Revised School Code, 1976 PA 451, MCL 380.1601 to 380.1607, or a state university described in section 4, 5, or 6 of article VIII of the State Constitution of 1963.
- Michigan Works! Agency means an entity described in section 17(a) or (d) of the Michigan Works One-Stop Service Center System Act, 2006 PA 491, MCL 408.127.
- Independent Educational Institution means an independent nonprofit college or university located in this state.

Statutory Purposes for the Request:

Section 11(b)(1)(viii) of Michigan Employment Security Act (MES Act), MCL

421.11(b)(1)(viii), sets forth the following purposes for which a requestor, as identified above, may request and use UIA data:

- Course, program, or training program planning, improvement, or evaluation
- Grant application or evaluation
- Institutional or program accreditation
- Economic development or workforce research
- Award eligibility
- Federal or state mandated reporting
- Administration of a state or federal unemployment insurance program
- Administration of a workforce program
- Research project of a public service nature

A request under this section must contain a complete statement as to (1) the nature of the information requested, (2) the public service objective for which the request is made, (3) the prospective use of the information, and (4) the manner in which it will be made public. Mich. Admin. Code R. 421.10.

Written Agreement Required

Before information can be released, the UIA and the requestor must enter into a written agreement. The written agreement will describe the security requirements for the receipt, maintenance, and destruction of UIA data. The duration of the written agreement will be determined on a case-by-case basis depending on the purpose of the request. Any requestor and any person having access to UIA's confidential information under the written agreement will be required to sign a confidentiality agreement prior to obtaining access to UIA's confidential information.

Requesting and Processing Information Requests

The request for confidential information must be submitted using [form UIA 6439, Public Official, Educational Institution, or Michigan Works! Agency Request for Information](#). This data request application must then be submitted to LEO-UIAdatarequests@michigan.gov. 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 requested data. Upon receipt of payment, the data request and transfer will be executed. You will need to ensure that all legal and technical requirements for your entity have been addressed prior to the transfer.

Types of Information Available

UIA may disclose:

- An individual's name
- Gross Quarterly Wages
- The name, address, and federal and state employer identification number of the individual's employer
- Whether an individual is receiving, has received, or has applied for unemployment benefits
- The amount of unemployment benefits the individual is receiving or is entitled to receive
- An individual's current and most recent home addresses

Information disclosed may not be used in any action or proceeding before any court or administrative tribunal unless UIA is a party to the action or proceeding.

Independent Educational Institutions

UIA is unable to release confidential information to an independent educational institution. UIA, at the request of an independent educational institution, will perform data analyses and provide the results to the institution. Before any analysis is performed, a requestor must sign a MOU with UIA. Any data analyses must be of such a nature that no confidential information can be identified.

Cost for Processing Requests of Disclosure of Information

Requestors are required to reimburse UIA for the cost of providing the requested data. UIA will make all efforts to minimize your cost; however, costs will vary depending on the complexity and size of the request. If requestors are able to provide the SSN's for individuals for whom they are requesting data, costs are greatly minimized. Other costs that must be reimbursed by the requestor include data transfer fees and audit costs. UIA will decide the

feasibility of supplying data based on the staff time available and the current workload. See Mich. Admin. Code R. 421.10(6).

Penalties for Violating the Data Security or Confidentiality Requirements

If the data security or confidentiality requirements of the written agreement are violated, the agreement must be terminated immediately, and the public official, eligible educational institution, or Michigan Works! agency may be subject to penalties equivalent to those that apply under MCL 421.54(f). See MCL 421.11(b)(1)(viii).

Under MCL 421.54(f), a person associated with a college, university, eligible educational institution, Michigan Works! agency, or other public agency of this state who misuses or violates the confidentiality of information provided by UIA may be guilty of a misdemeanor punishable by imprisonment for not more than 90 days or by a fine of not more than \$1,000, or both.

C. Freedom of Information Act (FOIA) Policies and Procedures

Who can request information under the FOIA?

The Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq, provides that certain persons can receive copies or make inspections of most public records of public bodies upon a written request. The FOIA defines a 'person' and the requirements for an acceptable FOIA request. A summary of the FOIA Procedures, guidelines, and fees is available at www.mi.gov/LEOFOIA.

How to Request Information under FOIA

FOIA requests can be submitted online or by sending your written request by email, fax, or mail as follows:

Online: <https://forms.leo.state.mi.us/foia/>

Email: TIA-FOIA-UI@michigan.gov

Fax: (313) 456-2733

Mail:

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Michigan Unemployment Insurance Agency
Attn: FOIA Coordinator
3024 W. Grand Blvd., Suite 12-100
Detroit, Michigan 48202

D. Labor Market Information (LMI)

The Michigan Center for Data and Analytics, Bureau of Labor Market Information and Strategic Initiatives (LMISI) is the official source for high quality demographic and labor market information for the State of Michigan and its regions. It administers the state's federal-state cooperative programs with the Bureau of Labor Statistics (BLS) and the Census Bureau and produces high-quality information and analysis through grants from the U.S. Department of Labor and from partner agencies in the state of Michigan.

LMISI provides federal, state, and local partners and customers with accurate, objective, reliable, timely, accessible, and transparent information and insights. Visit www.milmi.org.

For in-depth analysis of key economic indicators of the unemployment insurance program that serves the residents of Michigan and how unemployment insurance impacts Michigan's economy, visit the UIA's Economic Dashboard at Michigan.gov/UIAEconomicDashboard.