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GOVERNOR

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

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DIRECTOR

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

The Michigan Employment Security (MES) Act, MCL 421.11, Michigan Administrative Code, and Code of Federal Regulation, 20 CFR 603.1, et seq., conditionally authorizes the Unemployment Insurance Agency (UIA) to release certain confidential UIA data.

This form is not to be used by employing units or individuals requesting their own records, or interested parties as defined in R 421.201 of the Michigan Administrative Code requesting individual records. Form UIA 6102, *Authorization to Release Confidential Information*, should be used for individual records requests.

To receive confidential UIA data, the following requirements must be met:

1. The requesting individual or entity is an authorized requestor pursuant to federal and state laws.
2. The purpose for which the data is requested is an authorized purpose pursuant to federal and state laws.
3. The requesting individual or entity must enter into a written agreement with UIA to receive the data.
4. The requesting individual or entity must agree to reimburse UIA for the cost of providing the data, if required.
5. All individuals with data access under the agreement must meet all compliance requirements prior to having access to the data.

Confidential UIA data can be requested for the fourth quarter of 2013 through the present. If your request is for confidential UIA data prior to the fourth quarter of 2013, there will be an additional cost to the requester to obtain this data. 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, last name, zip code, date of birth and gender. There will also be an additional cost to obtain data if the requestor cannot provide SSNs.

Once your request is reviewed, if approved, a cost estimate will be provided. If you wish to proceed with your request, you will receive a draft agreement. After the agreement has been signed by the parties, you will receive an invoice for payment. Upon receipt of payment and verification of completion of the compliance requirements, the data will be transferred. After the transfer of data, you may receive a second invoice for the actual cost of the data, including transfer fees if not already paid in full. The additional invoice must be paid within 30 days of receipt, or the agreement will automatically terminate, and you must destroy the data pursuant to the terms of agreement. You will need to ensure that all legal and technical requirements for your entity have been met prior to the transfer of data.

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 if your request is approved, and if approved, when to provide individual data for your request.

**Describe the data 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 the data. This must be specific and not general in nature, and must state why the requesting entity and not some other entity needs the data:**

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

- Public Official (MCL 421.11(b)(1)(viii)(d))
- Eligible Educational Institution (MCL 421.11(b)(1)(viii)(a))
- Independent Educational Institution (MCL 421.11(b)(1)(viii)(b))
- Michigan Works! Agency, as described in section 17(a) or (d) of the Michigan Works one-stop service center system act (MCL 421.11(b)(1)(viii)(c))
- Other \_\_\_\_\_

**I would like to:**

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

I attest that the information provided on this form is accurate. I understand that if I misrepresent information, my request will be denied.	
_____ Signature	_____ Date
_____ Print Name	_____ Telephone Number
_____ Title	_____ Email Address
_____ Entity	

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).