



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# Board of Review

For  
The Department of Labor and Training

41 West Road, Hazard Bldg., 74 1<sup>st</sup> Floor  
Cranston, RI 02920  
Telephone: (401) 462-9400 Fax: (401) 462-9401  
website: <http://www.dlt.ri.gov/bor>  
Email: DLT.BORINFO@DLT.RI.GOV

## Notice of Hearing – English

This appeal hearing will be held ONLY by phone

**You Must Call the Board of Review at (401)462-9400 fifteen (15) minutes before your scheduled hearing time with a number where you can be contacted** and identify all persons including witnesses, attorneys and representatives who will participate in the hearing.

**Failure to call on time may result in the dismissal of the appeal.**

Claimants, employers, agents, attorneys, and witnesses must not appear in person

You have the right to review your appeal file before the hearing. To request a copy, email: [dlt.borinfo@dlt.ri.gov](mailto:dlt.borinfo@dlt.ri.gov). Provide the Appeal number in the email. Claimants MUST email a copy of their driver's license or ID. The file can be provided to you by email, fax, or mail. The file request MUST be made at least 2 DAYS prior to the hearing. If you have any questions, please call the Board of Review at 401-462-9400, during normal business hours of 8:30 a.m. at 4:00 p.m.

If you have documents that you want the Referee / Hearing Officer to consider at the hearing, send the information at least 2 business days before the hearing, or it may not be considered. COPIES OF ALL DOCUMENTS MUST ALSO BE SENT TO THE OTHER PARTY (CLAIMANT / EMPLOYER).

Documents can be submitted either by:

Fax: 401-462-9401

E-mail: [dlt.borinfo@dlt.ri.gov](mailto:dlt.borinfo@dlt.ri.gov)

Mail: Board of Review, 41 West Road, Hazard Bldg. # 74, 1st Floor, Cranston, RI 02920

All documents presented will be part of the appeal file.

The Board of Review is responsible for providing an Interpreter for the hearing at no cost to you. Please contact the Board at 401-462-9400, if you will require an Interpreter for the hearing.