



AUTHORIZATION FOR DISCLOSURE OF PERSONAL RECORDS

Please read this entire form before signing and complete all the sections for disclosure of your records. You must also provide all necessary information to verify your identity to ensure the protection of your non-public personal information, which is protected under the Rhode Island Identity Theft Protection Act of 2015 (R.I. Gen. Laws § 11-49.3) and the federal Privacy Act of 1974 (5 U.S.C. § 552a). The Department of Labor and Training is committed to safeguarding your personal information and will use the information for the sole purpose of verifying your identity and processing this request. **If you are represented by an attorney, the Department will accept a release provided by an attorney in lieu of submitting the Department's Authorization For Disclosure Of Personal Records.**

Section 1: Information of Individual Whose Records are Sought

Full Name: _____
Date of Birth: _____
Social Security Number (last four digits): _____
Phone Number: _____
Address: _____
City/State/ZIP: _____
Email: _____

Section 2: Authorized Recipient of Records

Full Name/Organization: _____
Address: _____
City/State/ZIP: _____
Phone Number: _____
Email: _____

Section 3: Records Requested

- ☐ Unemployment Records (UI) Records
☐ Temporary Disability Insurance (TDI) Records
☐ Temporary Caregiver Insurance (TCI) Records
☐ Workers' Compensation (WC) Records
☐ Other: _____ [Please Describe]

Record Dates:

From: _____ To: _____
mm/dd/yyyy mm/dd/yyyy

Section 4: Signature

By signing below, I acknowledge and affirm that I am the individual to whom these records pertain or his/her authorized representative. I understand that these records contain non-public information protected under state and federal law, and the unauthorized access or disclosure of this information is prohibited and may result in legal penalties.

Signature of Individual Whose Records are Sought

Date

Signature of Authorized Representative

Relationship to Individual

Date

Acknowledgment

State of _____,

County of _____

On this __ day of _____, 20____, before me, personally appeared _____ and proved to the notary, through satisfactory evidence of identification, to be the person whose name is signed on the preceding or attached document in my presence.

Signature of Notary Public: _____

Printed name, Notary Public: _____

Notary ID # _____

Commission expires: _____

Instructions For Completing Authorization for Disclosure of Personal Records in Person

1. Print clearly.
2. Section 1: Print the name of the person whose information will be released.
3. Section 2: Print the name and address of the person or organization authorized to receive the information. All records shall be sent via Certified mail.
4. Section 3: Check all the boxes that apply. For "Record Dates," please specify the time period relevant to your request. For example, if you are requesting your Unemployment Insurance (UI) records, indicate the period during which you received UI benefits. Providing a specific time frame will help us locate your records more efficiently.
5. Section 4: **The individual whose records are sought or their authorized representative must sign and date this form in black or blue ink in the presence of a Notary Public.** Examples of authorized representatives include parents of minors, legal guardians, and power of attorney. You may complete this document at the DLT, and a Notary will be provided. Please call **401-462-8877** to schedule an appointment with a notary. **Please understand that if you show up without an appointment, a notary may not be available for you.** The address is 1511 Pontiac Avenue, Building 73-3, Cranston, Rhode Island 02920.

Alternative Submission Instructions

If the form was not completed in person, it can be submitted through the following methods:

1. Submit the completed form via regular mail to 1511 Pontiac Avenue, Building 73-3, Cranston, Rhode Island 02920, c/o Legal Division.
2. Email the completed form to dlt.apra@dlt.ri.gov.
3. Fax the completed form to 401-462-8884, c/o Legal Division.