



# Request Form for Texas Workforce Commission (TWC) Records

Use this optional form to help TWC expedite the handling of your records request

## A. Requester Contact Information

Name:	Address:
Company Name:	City, State, Zip:
Telephone Number:	Email:

## B. Authorization to obtain confidential information:

- I am an **INDIVIDUAL** requesting records on myself.  
(Include proof of identification – copy of State or Government issued photo ID. **NOTE:** Individuals may obtain certain information on current UI claims online for free at [www.twc.state.tx.us](http://www.twc.state.tx.us).)
- I have a **SIGNED AUTHORIZATION** from the individual or entity to obtain confidential records.
- I am an **ATTORNEY** requesting confidential records on my client.  Yes  No?  
If “No”, submit either a signed authorization (**Complete Section D**) from the subject, a court order authorizing TWC to release the specified records to you or an explanation of your authority to obtain the confidential records.
- I am **LAW ENFORCEMENT OR A PUBLIC OFFICIAL** with authority to obtain the records.
- I am an **EMPLOYER/BUSINESS** requesting records on my business entity.

## C. Specify the records you seek:

- I seek records on the following Individual(s):
- I seek records on the following Business Entity(s):

### I seek the following type of records regarding the individual/entity:

- Wage Records. Include processing fee of \$10. Enter Social Security Number:
- Employer Tax Reports. Enter Employer Tax ID Number:
- Unemployment Insurance (UI). Enter the Appeal Number or Social Security Number:
  - All information on the UI claim filed on:
  - All information on all UI claims filed since:
  - The employer response for the UI claim filed on:
  - Determination for UI on or about:
- Payday Wage Claim. Enter Payday Claim Number or Social Security Number:
- TWC Civil Rights Records (CRD). Enter the EEOC Charge, HUD or TWC CRD Number:
- Hearing Audio Recording. Enter the Appeal Number or Social Security Number:
- Other/Comments. Enter the description of the records you seek and attach additional sheet if necessary:

## D. Complete if Authorization is given to another person:

I, \_\_\_\_\_, authorize TWC to release the records specified in Section C to \_\_\_\_\_ for the following purpose:

## E. Cost of Records:

TWC will calculate charges based on 10 cents per page plus staff labor at \$3.75 per ¼ hour and \$.75 per ¼ hour for overhead unless computer resources, standardized or other charge apply. An invoice will be mailed to you or if the charges are over \$40, an estimate will be sent. Upon receipt of payment, TWC will complete the request. Mail payments to TWC Revenue and Trust Management PO Box 877, Austin, TX 78767.

## F. Delivery Instructions:

- I would like the records certified. (Note: A charge of \$15.00 is required for certified records.)
- I would like to pick up the records in person. (101 East 15<sup>th</sup> Street, RM 266, Austin, TX 78778)
- I would like to review records in person. (101 East 15<sup>th</sup> Street, RM 266, Austin, TX 78778)
- I would like to receive the records by private courier service, provide billing account number:

**AGREEMENT:** I assert that all of the information above is true and correct to the best of my knowledge.

Signature\*:

Date\*:

**Where to mail request:** If payment is enclosed, send request, proof of ID and payment to TWC Revenue and Trust Management, PO Box 877, Austin, TX 78767. If no payment is enclosed, send request and proof of ID to: Texas Workforce Commission, ATTN: Open Records, 101 East 15<sup>th</sup> Street, RM 266, Austin, TX 78778-0001.

**Social Security Numbers and About Your Rights:** TWC is requesting your Social Security number (SSN) to locate the records pertaining to your request for information. Providing the SSN is voluntary; however, for some records TWC will not be able to locate the records without the SSN. TWC does not disclose SSNs except as permitted by law. For more information see <http://www.twc.state.tx.us/twcinfo/privacy.html>. Individuals may obtain a copy of or review information maintained by TWC about the individual by contacting TWC Open Records at 101 East 15<sup>th</sup> St., Rm 266, Austin, TX 78778-0001.

**Questions:** If you have questions about this form or other records-released issues please send an email to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or call 512-463-2422. <http://www.twc.state.tx.us/twcinfo/openrec.html>