

Attention: Unemployment Insurance Appeals Bureau and Employment Appeal Board proceedings are open to the public. This means that the public and media have access to the hearings, exhibits, transcripts, recordings, and decisions without prior notice to you. Unemployment Insurance Appeals Bureau decisions are posted online.

Provide the following claim information.

- | | |
|--------------|---|
| 1) Claimant: | 3) Other interested party (if applicable): |
| 2) Employer: | 4) Decision date: ___ ___ / ___ ___ / ___ ___ |

Provide the following personal information.

- | | |
|------------------|---------------------|
| 1) Name: | 3) Email: |
| 2) Phone number: | 4) Mailing address: |

- I am the claimant or claimant’s representative.
 I am the employer or employer’s representative.

If you are the claimant or employer’s representative, identify your relationship to the party (e.g., Manager, Attorney):

Provide your reason for appealing:

Check the box for the decision you want to appeal and provide the requested information.

A. I want to appeal the “Unemployment Insurance Decision.”

- 1) Provide the following information from the upper right of the “Unemployment Insurance Decision.”
 - a) Last four digits of the claimant’s Social Security Number: X X X – X X – ___ ___ ___ ___
 - b) Original Claim Date: ___ ___ / ___ ___ / ___ ___
 - c) Two-digit reference number: R E F = ___ ___
- 2) Do you need an interpreter for the appeal hearing? Yes No
If you need an interpreter, identify your preferred language of communication:
- 3) File your appeal of the “Unemployment Insurance Decision” with the Unemployment Insurance Appeals Bureau:

FAX
(515) 478-3528

- OR -



Department of Inspections and Appeals
Unemployment Insurance Appeals Bureau
1000 East Grand Avenue
Des Moines, IA 50319

B. I want to appeal the “Administrative Law Judge Decision.”

- 1) Provide the following information from the top of the first page of the “Administrative Law Judge Decision.”
 - a) Appeal Number: X X X – U I – ___ ___ ___ ___ ___ – X X – X
- 2) File your appeal of the “Administrative Law Judge Decision” with the Employment Appeal Board:

FAX
(515) 281-7191

- OR -



Employment Appeal Board
Lucas State Office Building
Fourth Floor
Des Moines, IA 50319

Signature _____

Date _____