



Unemployment Insurance Minnesota

Agency Records Request

(Replaces Records Request Pursuant to a Criminal Investigation)

Minnesota Statutes, section 268.19 identifies agencies that have legal authority to obtain these records without a signed release from the data subject.

If you do not have a district court order or a signed release from the data subject, you must provide proof of legal authority to obtain the requested records.

To obtain the records without court order or signed release, you MUST:

- 1) Select the applicable statute from the list below that authorizes our agency to disseminate data to your agency; AND**
- 2) Provide a cover letter on official government agency letterhead, with agency logo. The letter must contain the following pre-printed information: requestor's full name, job title, address and phone contact information**

Please identify one subject (individual or employer) for the information you are requesting:

(If individual, provide name, SSN, DOB, address, and any other identifying information.

If business, provide name, address, and any other identifying information.)

Please specify what information you are requesting:

(Data provided is based on this request and the Statute authorization for your agency.*)

- ☐ LAST KNOWN ADDRESS (associated with UI Benefit Account)
- ☐ LAST KNOWN EMPLOYER (including Employer address)
- ☐ OTHER: (Explain, such as All known Employers, Wages, etc.)

I would like the information returned:

- ☐ **TO:** _____ **TITLE:** _____
- ☐ **BY FAX (SECURE):** _____
- ☐ **BY MAIL:** to address on official cover page

Printed name of requestor *: _____

Job Title/Agency *: _____

Phone number: _____

Signature of requestor: _____

****The Agency and Requestor must be authorized by law to access the information requested.***

268.19 DATA PRIVACY.

§ Subdivision 1. Use of data.

(a) Except as provided by this section, data gathered from any person under the administration of the Minnesota Unemployment Insurance Law are private data on individuals or nonpublic data not on individuals as defined in section [13.02](#), subdivisions 9 and 12, and may not be disclosed except according to a district court order or section [13.05](#). A subpoena is not considered a district court order. **These data may be disseminated to and used by the following agencies without the consent of the subject of the data:**

- ☐ 1) *state and federal agencies specifically authorized access to the data by state or federal law; [you MUST specify the state or federal law]:*

- ☐ 2) *any agency of any other state or any federal agency charged with the administration of an unemployment insurance program;*
- ☐ 3) *any agency responsible for the maintenance of a system of public employment offices for the purpose of assisting individuals in obtaining employment;*
- ☐ 4) *the public authority responsible for child support in Minnesota or any other state in accordance with section [256.978](#);*
- ☐ 5) *human rights agencies within Minnesota that have enforcement powers;*
- ☐ 6) *the Department of Revenue to the extent necessary for its duties under Minnesota laws;*
- ☐ 7) *public and private agencies responsible for administering publicly financed assistance programs for the purpose of monitoring the eligibility of the program's recipients;*
- ☐ 8) *the Department of Labor and Industry and the Commerce Fraud Bureau in the Department of Commerce for uses consistent with the administration of their duties under Minnesota law;*
- ☐ 9) *the Department of Human Services and the Office of Inspector General and its agents within the Department of Human Services, including county fraud investigators, for investigations related to recipient or provider fraud and employees of providers when the provider is suspected of committing public assistance fraud;*
- ☐ 10) *local and state welfare agencies for monitoring the eligibility of the data subject for assistance programs, or for any employment or training program administered by those agencies, whether alone, in combination with another welfare agency, or in conjunction with the department or to monitor and evaluate the statewide Minnesota family investment program by providing data on recipients and former recipients of food stamps or food support, cash assistance under chapter 256, 256D, 256J, or 256K, child care assistance under chapter 119B, or medical programs under chapter 256B, 256D, or 256L;*
- ☐ 11) *local and state welfare agencies for the purpose of identifying employment, wages, and other information to assist in the collection of an overpayment debt in an assistance program;*
- ☐ 12) *local, state, and federal law enforcement agencies for the purpose of ascertaining the last known address and employment location of an individual who is the subject of a criminal investigation;*
- ☐ 13) *the United States Immigration and Customs Enforcement has access to data on specific individuals and specific employers provided the specific individual or specific employer is the subject of an investigation by that agency;*
- ☐ 14) *the Department of Health for the purposes of epidemiologic investigations;*
- ☐ 15) *the Department of Corrections for the purpose of case planning for preprobation and postprobation employment tracking of offenders sentenced to probation and preconfinement and postconfinement employment tracking of committed offenders;*
- ☐ 16) *the state auditor to the extent necessary to conduct audits of job opportunity building zones as required under section [469.3201](#); and*
- ☐ 17) *the Office of Higher Education for purposes of supporting program improvement, system evaluation, and research initiatives including the Statewide Longitudinal Education Data System.*

Questions related to this request can be directed to: Jim S. | UI Specialist II, DEED

Direct: 651-259-0806

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