

# SUBMITTING YOUR COMPLETED RELEASE OF INFORMATION FORM

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## Section 1: Ensuring your Release of Information ('Release') is Filled out Correctly

**Step 1:** Complete the yellow highlighted areas of the release as shown on the sample form;

**Step 2:** Sign & date the completed form in front of a witness (WorkSource Oregon staff) or Notary Public;

**Step 3:** Make sure the Notary or witness fills in the green highlighted areas of the release as shown on the sample form.

**Step 4:** If someone else (a third party) is requesting your records, give them your witnessed/notarized release and go to the 'Submitting your Completed Release' section below. If you are authorizing the Oregon Employment Department (OED) to verbally share your confidential information with a third party, see the 'verbal authorization' section below.

**Remember:** OED's release only allows OED to share information – it does not ask OED to send your records.

## Section 2: Submitting your Completed Release

**Requesting Records:** The third party must submit a written request for your records. Your completed release must be included with their written request. The third party's request must contain the following information:

1. Name and contact information of the requester;
2. An email address (email is preferred), mailing Address, or other location where records should be sent;
3. A description of the records requested;
4. A completed and witnessed or notarized release;
5. Send the request and the witnessed or notarized release to the appropriate program using the contact information in section 3.

**Verbal Authorization for Unemployment Insurance (UI), Contributions & Recovery, and Workforce Operations (WO):** To authorize OED to verbally share your confidential information with a third party, submit your witnessed/notarized release to the division that has your records. For example, if you want OED to share your UI details, send your release to UI using the contact information in Section 3.

**Verbal Authorization for Paid Leave Requests:** If you want to authorize Paid Leave to share your confidential information, please follow the steps outlined in OAR 471-070-0930(1)(d).

## Section 3: Program Contact Information

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| 1. Unemployment Insurance and Contributions & Recovery – | Mail to:   | Oregon Employment Department,<br>Attn: Records Custodian,<br>875 Union ST NE,<br>Salem, OR 97311                                     |
|  | Or Fax to:   | 503-947-3010   |
| 2. Paid Leave Oregon –                                   | Email to:  | <a href="mailto:OED_PAIDLEAVE_REQUEST_FOR_INFORMATION@employ.oregon.gov">OED_PAIDLEAVE_REQUEST_FOR_INFORMATION@employ.oregon.gov</a> |
| 3. WorkSource Oregon & Trade Act –                       | Please contact your local WorkSource Oregon (WSO) office. Locations can be found here: <a href="https://www.worksourceoregon.org/contact">https://www.worksourceoregon.org/contact</a> |  |