

**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:

**On-Line** [www.workforce.iowa.gov/unemployment/unemployment-appeals](http://www.workforce.iowa.gov/unemployment/unemployment-appeals) **FAX** (515) 478-3528



Iowa Department of Inspections, Appeals, & Licensing  
Administrative Hearings Division | UI Appeals Bureau  
Wallace State Office Building | 502 East 9th Street  
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:

**On-Line**  
<https://eab.iowa.gov>

**FAX**  
(515) 281-7191



Employment Appeal Board  
6200 Park Avenue, Suite 100  
Des Moines, IA 50321

Signature

Date