IA 12.3 (1-09)

NYS Department of Labor

Record of Employment

For Unemployment Insurance purposes only.

To Be Filled in By Employee	To Employee
Social Security Number	**Keep this certificate.**
Name of Employee	Have it with you if you apply for Unemployment Insurance. This certificate shows your job was insured. **It does not necessarily mean you are qualified to receive benefits.** The Claims Center will make that determination if you apply for benefits.

To be filled in by the employer

NYS Employer Registration Number

Federal Employer Identification Number

Firm Name:

Mailing Address where Payroll Records are kept:

Date issued to employee:

Optional if needed by employer to locate employee record.
Payroll or Clock No.
Location of employment or code

This may not be used as an identification card.

How to Apply For Unemployment Insurance

Unemployment Insurance is temporary income for eligible workers who are out of work through no fault of their own. It provides them a weekly benefit while they look for work. If you become unemployed and want to apply for Unemployment Insurance benefits, call the Telephone Claim Center toll free at 888-209-8124.

Have the following information available when you call:

1. Your Social Security Number
2. Your NYS Driver License or Motor Vehicle ID card, if you have one
3. Your alien registration card, if you have one
4. Any Record of Employment form or other form given to you by an employer in the past 18 months which shows:
   a. the name of your employer,
   b. the employer's NYS Employer Registration Number,
   c. the mailing address where your employer keeps payroll records,
   d. your payroll or clock number, and
   e. the address at which you worked
5. Former federal employees should have all federal separation forms and "Notification of Personnel Action" forms issued in the past 18 months.
6. If you are an ex-service member, you should have your Separation Form DD 214 and any DD 215 forms you have received. If you have lost your DD 214 or DD 215, you can contact a Veteran Representative at the:
   - Veterans Administration,
   - Vet Center,
   - Disabled American Veterans, or
   - Veterans of Foreign Wars

You can also request a DD 214 through the U.S. National Archives and Records Administration website at: http://www.archives.gov/st-louis/military-personnel/standard-form-180.html.