

**SECTION .0200 - REQUESTS FOR DOCUMENTS AND RECORDS UNRELATED TO PENDING  
APPEAL OR CONTESTED CASE**

**04 NCAC 24A .0201 WRITTEN REQUEST REQUIRED**

Any individual or employing unit requesting to inspect or copy any record containing confidential unemployment insurance information shall make the request in writing. All requests shall be submitted to the Legal Services Section, ATTN: Legal Release by mail to Post Office Box 25903, Raleigh, North Carolina, 27611-5903, by facsimile to (919) 715-7194, or by email to [legal.release@nccommerce.com](mailto:legal.release@nccommerce.com).

*History Note: Authority G.S. 96-4; 20 CFR 603.5;  
Eff. July 1, 2015;  
Amended Eff. March 1, 2020; July 1, 2018.*