

Ohio has two ways to file an application for Unemployment Insurance Benefits:

- **Online**
File online at <http://unemployment.ohio.gov>, 24 hours/day, 7 days/week. Service may be limited during nightly system updating. Check the website for available services. Please be sure to follow the instructions. If you do not have access to a computer, visit your local library or OhioMeansJobs Center where computers are available for public use. A list of OhioMeansJobs Centers can be found at: <http://ifs.ohio.gov/owd/wioa/map.stm>.
- **Telephone**
Call toll-free 1-877-644-6562 or TTY 1-614-387-8408, (excluding holidays) Monday through Friday 8 AM - 5 PM.

To apply for Unemployment Insurance Benefits, you will need:

- Your Social Security number
- Your driver's license or state ID number
- Your name, address, telephone number, and e-mail address
- Name, address, telephone number, and dates of employment with each employer you worked for during the past 6 weeks of employment
- The reason you became unemployed from each employer
- Dependents' names, Social Security numbers, and dates of birth
- If claiming dependents, your spouse's name, Social Security number, and birth date
- If you are not a U.S. citizen or national, alien registration number and expiration date
- Your regular occupation and job skills

Also:

- If you had out-of-state employment, have worked for the federal government, or are separated from military service, more information is required, including:
 - Form DD-214, member 4 copy (for military service)
 - SF-8 or SF-50 form (for federal government employment)

Once your application has been filed:

- You will receive further information by mail or e-mail. E-mail will be sent from OJI@odjfs.state.oh.us.
- Your claim will be assigned to a Processing Center, based on the last four digits of the your Social Security number. [Click here for a list of Processing Centers by Social Security number.](#)
- If filing online and you need your Personal Identification Number (PIN) reset, please call toll-free 1-866-962-4064.

Union Verification FAQ

Most unemployment claimants are required to complete at least two work-search activities for each week of unemployment claimed. Claimants who are members in good standing with a union that has a hiring hall or that refers individuals to work may use their union's services to meet this work-search requirement. They must maintain their union status and accept any offers of suitable work received through their union hiring hall.

All new claims reporting union affiliation require verification by the union that (1) the union has an active hiring hall and (2) the individual is a union member in good standing. When the union provides this verification to the Office of Unemployment Compensation, the claimant's work-search requirement status will be changed to "seeking work through the union." If no verification is provided, the claimant will be required to complete two work-search activities each week.

Q. One fact-finding question asked whether my union is interested in a template. What template are they referring to?

A. The Union Verification Template. The union representative may request this form to expedite the verification process instead of waiting for you to provide the questions. The representative must fax the template back to the processing center at (614)-466-7449 after you have filed for unemployment. You should ask the representative to fax the template on your behalf.

Q. Does my union representative have to complete a Union Verification Template?

A. If you would like to use your union's services to meet your work-search requirement, the representative must either complete the Union Verification Template or answer the fact-finding questions in your "Notice of Required Action." If the representative does not do this, you must complete two work-search activities each week that you file a claim, like most other claimants.

Q. What should I do while waiting for my union representative to complete the template?

A. You should list your union's local information as the two work-search activities for your weekly claims. After your union membership is verified, you will receive a "Notice in Change of Work Search Requirements," and you will no longer have to provide your union's contact information. However, if it is later found that you were not a union member in good standing, you may be required to repay any benefits received for weeks you listed your union as your two work-search activities.

Q. What happens if I'm behind in paying my union dues?

A. If you are behind in paying your union dues, you will not be considered a member in good standing, and you must complete two work-search activities each week. After you become a member in good standing, the union representative may email UCTECH@jfs.ohio.gov and ask for a new Union Verification Template. If the representative completes the documentation and your union status is verified, your work-search assignment will be changed to require you to seek work only through your hiring/referral hall.

Q. Who can I contact if I have questions regarding my claim?

A. Call your claims processing center. To find your processing center, visit <http://jfs.ohio.gov/ouio/claims-processing-center-locations.stm> and call the number corresponding to the last four digits of your Social Security number.