Employment Insurance Board of Appeal of Canada
Conseil d'appel en assurance-emploi du Canada

AUDIO RECORDING OF A HEARING

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Parties may request a copy of an audio recording by submitting a formal request via the Employment Insurance Board of Appeal website at www.eiboa-caae.gc.ca. Subject to exceptions, all hearings are audio recorded and can be provided electronically. When a confidentiality order is in effect, access to the hearing recording shall be subject to the terms and conditions of that order. Accordingly, the Insurance Employment Board of Appeal may not be able to provide the requestor with a copy of the recording. For more information, visit the website.

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PERSONAL INFORMATION

First name:	Last name:
Telephone number (999) 999-9999:	

☐ By providing this email address, I authorize the Board of Appeal to communicate with me electronically.

Email address:

Please provide the Board of Appeal file number and the date of the hearing. If you don't have the information, the Board of Appeal Secretariat will contact you.

Board of Appeal file number (as found on correspondence from the Board of Appeal) BACA - _____	_____ Hearing date (YYYY-MM-DD)

DECLARATION

I, (requestor's name) _____, declare that the audio recording of the hearing held on (date (YYYY-MM-DD)) _____ will not be published or distributed, in whole or in part, through any medium, and will be used exclusively for personal purposes.

X _____ Signature	_____ Date (YYYY-MM-DD)

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HOW TO SUBMIT

Online

This form can be completed and submitted via the Employment Insurance Board of Appeal website www.eiboa-caae.gc.ca

By Mail

Print, complete, sign and send this form to:

Employment Insurance Board of Appeal of Canada
140 Promenade du Portage
Gatineau, Québec K1A 0J9

Note: This form cannot be submitted in person at a Service Canada Centre.

CONTACT INFORMATION

Visit the Employment Insurance Board of Appeal website at www.eiboa-caae.gc.ca

Call toll-free number: 1-833-341-9399

The hours of operation are Monday to Friday from 8:30 am to 4:30 pm local time (excluding statutory holidays).