

## *Instructions – How to Submit an Online Petition*

Modify the following sections:

### **About the Trade Adjustment Assistance (TAA) Program**

The Trade Act of 1974 (19 USC § 2271 et seq.), as amended, established Trade Adjustment Assistance (TAA) to provide assistance to workers in firms hurt by foreign trade. Program benefits include long-term training while receiving income support. TAA provides both rapid and early assistance. Filing this petition is the first step in qualifying for TAA benefits and assistance. After the petition is filed, the U.S. Department of Labor will determine whether a significant number or proportion of the workers of the firm have become total or partially separated or are threatened to become totally or partially separated, and whether imports or a shift in production or services to a foreign country contributed importantly to these actual or threatened separations and to a decline in sales or in production of articles or supply of services. If a petition is approved and the workers are certified as eligible to participate in the TAA program, workers covered by a certification may contact their state workforce agency to apply for benefits. These benefits are provided at no expense to employers.

### **For assistance in preparing a petition**

Petitioners may receive assistance in preparing the petition at their local American Job Center, by contacting the U.S. Department of Labor in Washington, D.C. at 202-693-3560 (Main Number), or by contacting their State Dislocated Worker Unit or State Workforce Agency through the telephone numbers or internet addresses provided above ([29 CFR Part 90.11](#)).

### **Public Burden Statement**

Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (19 USC 2321 and 2271). Public reporting burden for this collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and a state review. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor at the address provided above (Paperwork Reduction Project 1205-0342).



## Employment and Training Administration

[ETA Home](#) > [Trade Act Programs](#) > [Download a Petition - Trade Adjustment Assistance Application Process](#)

■ TAA Petition

OMB No. 1205-0342  
Expires: 1/31/2013

### [Petition for Trade Adjustment Assistance \(TAA\)](#)

**NOTE: The "back" button does not work in this application. If you wish to modify information that you have provided on previous screens, you will be given the opportunity to review and edit all of the information you have entered through a special edit screen which will appear at the end of this application.**

Please print and read before you begin.

Printer Friendly Version: Click [here](#) to print both pages of the instructions. To view the printer-friendly version you must have the Adobe Acrobat Reader installed on your computer. You can download a free copy of Adobe Acrobat from the [Adobe Website](#).

If the user has not downloaded a copy of the Adobe Acrobat Reader, he/she may not be able to view the PDF.

### [About the Trade Adjustment Assistance \(TAA\) Program](#)

The Trade Act of 1974 (19 USC § 2271 et seq.), as amended, established Trade Adjustment Assistance (TAA) to provide assistance to workers in firms hurt by foreign trade. Program benefits include long-term training while receiving income support. TAA provides both rapid and early assistance. Filing this petition is the first step in qualifying for benefits and assistance. After the petition is filed, the U.S. Department of Labor will determine whether a significant number or proportion of the workers of the firm have become total or partially separated or are threatened to become totally or partially separated, and whether imports or a shift in production or services to a foreign country contributed importantly to these actual or threatened separations and to a decline in sales or in production of articles or supply of services. If a petition is approved and the workers are certified as eligible to participate in the TAA program, workers covered by a certification may contact their state workforce agency to apply for benefits. **These benefits are provided at no expense to employers.**

A group of three workers from the same firm at the same job location, or a union official, or a state or local agency representative in a local One Stop Career Center, or an employer official, or a legally authorized representative must complete this Petition Form by answering all questions before submitting it to the U.S. Department of Labor.

### [For assistance in preparing a petition](#)

Petitioners may request assistance in preparing the petition at their local One-Stop Career Center, at 1-877-US2-JOBS, (TTY) 1-877-889-5627, or <http://www.servicelocator.org>. Petitioners may also contact the U.S. Department of Labor in Washington, D.C. at 202-693-3560 or 1-888-365-6822.


If you choose to file a petition on behalf of workers at more than one location, please contact OTAA at the numbers above.

### [Public Burden Statement](#)

Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (19 USC 2321). Public reporting burden for this collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and a state review. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided above (Paperwork Reduction Project 1205-0342).

## Instructions - Helpful tips for Online Filing

No changes to this screen:

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### Employment and Training Administration

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■ TAA Petition

OMB No. 1205-0342  
Expires: 1/31/2013

#### Petition for Trade Adjustment Assistance (TAA)

**NOTE: The "back" button does not work in this application. If you wish to modify information that you have provided on previous screens, you will be given the opportunity to review and edit all of the information you have entered through a special edit screen which will appear at the end of this application.**

Please print and read before you begin.

Printer Friendly Version: Click [here](#) to print both pages of the instructions. To view the printer-friendly version you must have the Adobe Acrobat Reader installed on your computer. You can download a free copy of Adobe Acrobat from the [Adobe Website](#).

If the user has not downloaded a copy of the Adobe Acrobat Reader, he/she may not be able to view the PDF.

#### Before You Start

The system session will terminate after 15 minutes of inactivity. In order to ensure your privacy, the information that you enter on this online petition form is not saved. Please make sure you have all the required information available before you begin.

#### Required Information


The online petition will not be able to save a partially completed petition. Please use this checklist to make sure you have all the information before beginning the online petition process:

- Petitioner(s) name and contact information, including current address and telephone
- Approximate or actual date of worker separation
- Employer name and contact information, including address and telephone
- Contact information for two current company contacts, including name, title, and telephone

#### Helpful Tips for Online Filing

The online petition is an electronically submitted form that is identical to the petition forms available [here](#) for download. This electronic form does not replace the paper petition; rather, it provides an alternate, paperless option for the convenience of those who prefer it. Filing electronically will not impact the investigative process or final determination on petition.

Once you begin the online filing process, several screens that will appear one in sequence to guide you through the petition. Note that the "back" button has been disabled and you will not be able to return to previous screens until the entire petition is completed. At the completion of the petition, a final edit screen will appear that will allow you to edit any section(s) of the petition that you have completed. Once you have reviewed and corrected all sections of the petition, you will have the option to transmit the petition to OTAA and the relevant State agency.

Throughout the online petition, there will be  next to each section. Clicking or hovering on these tags will open windows that provide additional description of the information that is required.


If you are providing supporting information, the online petition will allow you to attach up to 3 documents. These documents must be in MS Word, MS Excel, or .pdf format and less than 2 MB each in size. For additional attachments, please print and submit the completed petition together with relevant attachments by fax to (202) 693-3585.

If you have any questions, please contact the U.S. Department of Labor in Washington D.C. at 202-693-3560 or 1-888-365-6822.

## II. Section One. Petitioner Information

Change the following:

Provide petitioner information below. Three workers from the same firm completing this Petition Form must fill in all three columns. Other petitioners need only fill in the Petitioner 1 column. A union official completing this petition form should provide the name of the Union.



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- TAA Petition

OMB No. 1205-0342  
Expires: 1/31/2013

### Petition for Trade Adjustment Assistance (TAA)

**NOTE: The "back" button does not work in this application. If you wish to modify information that you have provided on previous screens, you will be given the opportunity to review and edit all of the information you have entered through a special edit screen which will appear at the end of this application.**

#### Section 1. Petitioner Information

Provide petitioner information below. Three workers from the same job location completing this Petition Form must enter information for three petitioners. Other petitioners need only fill in the Petitioner 1. A union official completing this petition form should provide the name of the Union.

How many petitioners are filling out this form?

\* = required fields  
\*\* = May be required for some petitioners

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ETA-9042A-1

Created: February 02, 2006 Updated: December 30, 2010

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Employment and Training Administration  
U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210  
[www.doleta.gov](http://www.doleta.gov) | Telephone: 1-877-US-23085 | TTY: 1-877-889-5627 | Fax: 1-202-693-2726 | [Contact Us](#)

II. Section One. Petitioner Information (for 1 worker)

Change the following:

One-stop Operator/Partner to American Job Center

The screenshot shows the 'Petitioner Information' section of a TAA Petition form. At the top, there is a navigation bar for the United States Department of Labor with various menu items like 'About ETA', 'Find Job & Career Info', etc. The main content area is titled 'Section 1. Petitioner Information' and includes a note about the 'back' button. Below the note, there is a question 'How many petitioners are filling out this form?' with a dropdown menu set to '1'. The 'Petitioner 1' section contains several input fields: 'a) Name (First, Last)', 'b) Title', 'c) Street Address', 'City, State, Zip' (with a state dropdown menu), 'd) Phone - Main', 'e) Phone - Alternate', 'f) E-mail', 'g) Worker Separation Date' (with a date format hint), and 'h) Petitioner Type' (with radio button options: Three Workers, Company Official, Union Official, State Workforce Office, and One-Stop Operator/Partner).

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TAA Petition

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Petition for Trade Adjustment Assistance (TAA)

**NOTE: The "back" button does not work in this application. If you wish to modify information that you have provided on previous screens, you will be given the opportunity to review and edit all of the information you have entered through a special edit screen which will appear at the end of this application.**

Section 1. Petitioner Information

Provide petitioner information below. Three workers from the same job location completing this Petition Form must enter information for three petitioners. Other petitioners need only fill in the Petitioner 1. A union official completing this petition form should provide the name of the Union.

How many petitioners are filling out this form? 1

**Petitioner 1**

a) Name (First, Last)

b) Title

c) Street Address

City, State, Zip

d) Phone - Main

e) Phone - Alternate

f) E-mail

g) Worker Separation Date (mm/yyyy) or (mm/dd/yyyy)

h) Petitioner Type (Please select one)

- Three Workers
- Company Official
- Union Official
- State Workforce Office
- One-Stop Operator/Partner

## II. Workers' Firm

Change the following:

Provide information on the firm employing the worker group. Complete items (a) – (g) regarding the employing firm. If the workers are doing work at a location that is different than the worker's employer (e.g., the petitioning workers are employed by a staffing agency but work at a manufacturing firm), also complete items (h) – (m) regarding the firm at which the workers perform their jobs.

NOTE: Workers completing this Petition Form must provide information for the location where they work. All other petitioner types may apply on behalf of more than one location. State offices and American Job Centers may file for workers at multiple locations of a firm within their State. If you choose to file on behalf of workers at more than one location, please attach additional sheets as necessary.

The screenshot shows the Department of Labor website interface. At the top, there is a red navigation bar with the Department of Labor logo and various menu items like 'About ETA', 'Find Job & Career Info', 'Business & Industry', 'Workforce Professionals', 'Grants & Contracts', 'ETA Library', 'Foreign Labor Certification', 'Performance & Results', and 'Regions & States'. Below this is a sub-header for 'Employment and Training Administration'. The main content area is titled 'Petition for Trade Adjustment Assistance (TAA)' and includes a note about the 'back' button. The current section is 'Section 2. Workers' Firm Information', which contains instructions and a form for providing firm information. The form includes fields for 'Name of Firm', 'Street Address', 'City, State, Zip' (with a dropdown for state selection), and 'Phone'.

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TAA Petition

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### Petition for Trade Adjustment Assistance (TAA)

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#### Section 2. Workers' Firm Information

Provide information on the firm employing the worker group. Complete items (a) - (g) regarding the employing firm. If the workers are doing work at a location that is different than the worker's employer (e.g., the petitioning workers are employed by a staffing agency but work at a manufacturing firm), also complete items (h) - (m) regarding the firm at which the workers perform their jobs.

NOTE: Workers completing this Petition Form must provide information for the location where they work. All other petitioner types may apply on behalf of more than one location. State offices and One-Stop Operators/Partners may file for workers at multiple locations of a firm within their State.

If you choose to file a petition on behalf of workers at more than one location, please contact OTAA for assistance at 1-888-365-6822.

**Employer (Firm)** ⓘ

a) Name of Firm ⓘ

b) Street Address ⓘ

City, State, Zip ⓘ  None Selected

c) Phone ⓘ

### III. Trade Effects on Separations

Change the following:

3. Provide contact information for two company officials, one of whom should be a dislocated worker's supervisor. Either separately or together, these officials should be familiar with all of the following: employment, job functions, and sales or production at each job location.

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#### Section 3. Trade Effects on Separations

1. To the best of your knowledge, provide reasons why you believe that separations that have occurred or may be threatened at the workers' firm are due to foreign trade. (Example: Production has been / is being shifted to a foreign country, services are being outsourced to a foreign country, increased imports of articles or services, loss of business with a TAA-certified firm.)

2. If you possess any additional information or documents that you believe may assist in the determination of whether the worker group is eligible for TAA benefits, submit it as an attachment to the Petition Form. Check the box below if you have attached any additional information or supporting documents. [Click to Add \(Attach\) Documents.](#)

I have attached additional information or supporting documents.

3. Provide contact information for two company officials. Either separately or together, these officials should be familiar with all of the following: employment, job functions, and sales or production at each job location.