

# I. General Instructions

UNITED STATES DEPARTMENT OF LABOR

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Employment and Training Administration

ETA Home > Trade Act Programs > Download a Petition - Trade Adjustment Assistance Application Process

TAA Petition

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**Addition of ATAA in Title throughout Petition form**

## Petition for Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA)

**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 are separated or are threatened to become totally or partially separated, and whether imports or a shift in production to another country contributed importantly to these actual or threatened separations and to a decline in sales or revenues of the firm or its services. Workers in public agencies may also qualify for assistance where an agency has acquired from another agency a function directly competitive with the services the agency supplies. 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.**

**Addition of a paragraph about the ATAA Program**

Alternative Trade Adjustment Assistance (ATAA) for older workers is an alternative to TAA for trade affected workers 50 years of age or older. ATAA encourages qualified trade affected workers to quickly obtain full-time employment by providing a wage subsidy in lieu of training and income support. Submission of a completed Petition Form signifies a desire to file for both TAA and ATAA. If certified for both programs, workers will have the option of applying for TAA benefits and services and, if reemployment occurs within 26 weeks of the worker's separation, may be eligible to receive ATAA instead of TAA, if the worker desires.

- A worker group (minimum of three workers), union official or other authorized representative, state or local agency representative in a local One Stop Career Center, or knowledgeable firm official must complete this Petition Form, by answering all questions before submitting it to the Department.

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).

Cancel Continue


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Created: February 02, 2006 Updated: October 12, 2010

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### III. Section 2. Workers' Firm Information

All reference to public agency and service providers removed.



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

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#### Section 2. Workers' Firm Information

Provide information on the firm employing the worker group. Complete items (a) – (h) 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 (i) – (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 \*  --

c) Phone \*

d) Website (if known)

e) Describe the article produced ?

f) How many workers have been or may be separated (if known)? \*\*

f) How many workers have been or may be separated (if known)? \*\*

g) Is the firm or any part of the firm closing (if known)? \*\* ?

Do all of the workers work at the location described above? \*

**Deletion of "or service supplied"**

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

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U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210  
[www.dolleta.gov](#) | Telephone: 1-877-US-2JOBS | TTY: 1-877-889-5627 | Fax: 1-202-693-2726 | [Contact Us](#)

### III. Section 3. Firm/Public Agency Information

Examples of services related trade effects removed.

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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, increased imports of articles, 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.

**Deletion of two examples: "services are being outsourced to a foreign country" and "increased imports of services"**