



State of Ohio  
 State Employment Relations Board  
 65 East State Street, 12<sup>th</sup> Floor  
 Columbus, Ohio 43215-4213  
 (614) 644-8573

<http://www.serb.state.oh.us/2000%20forms/REP/REQ.PDF>

Case No.
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**REQUEST FOR RECOGNITION**

**INSTRUCTIONS:** File *one original and one copy* of this form with the State Employment Relations Board at the above address. Serve *one copy* of this form on the employer. In accordance with Ohio Administrative Code Rules 4117-3-01 and 4117-3-03, substantial evidence demonstrating that a majority of employees in the proposed unit wish to be represented by the employee organization must be submitted with this Request to the State Employment Relations Board. The employee organization's representative must sign the certification on the back of this form. It constitutes verification to the employer that substantial evidence has been filed. By filing this Request, the filing employee organization alleges that a majority of the employees in the proposed bargaining unit wish to be represented for purposes of collective bargaining by the employee organization. Accordingly, the employee organization requests that the employer recognize it as the exclusive representative for purposes of collective bargaining.

**1. Name of Employee Organization (include affiliations, if any):**

Address:	Telephone: (    )
City, State, Zip:	Email:

**2. Name of Employee Organization's Representative:**

Address:	Telephone: (    )
City, State, Zip:	Email:

**3. Name of Employer:**

Address:	Telephone: (    )
City, County, State, Zip:	Email:

**4. Description of Proposed Bargaining Unit:**  
**Included (specify by title or type)**

**Excluded:**

**5. Approximate Number of Employees in the Unit:**

**DECLARATION and CERTIFICATION**

I declare that I have read the contents of this Request for Recognition and that the statements it contains are true and correct to the best of my knowledge and belief.

I also certify that I have filed with the State Employment Relations Board substantial evidence in accordance with Ohio Administrative Code Rule 4117-3-03 demonstrating that a majority of the employees in the proposed bargaining unit wish to be represented for the purposes of collective bargaining by the named Employee Organization.

**To distinguish originals, please do not use black ink for signatures.**

Signature of Person Attesting to Content of Form

Date

Print or Type Name

**THIS REQUEST FOR RECOGNITION WILL NOT BE ACCEPTED FOR FILING IF THE PROOF OF SERVICE IS NOT FULLY COMPLETED AND SIGNED BY A REPRESENTATIVE OF THE FILING EMPLOYEE ORGANIZATION.**

**PROOF OF SERVICE**

I certify that an exact copy of the foregoing Request for Recognition has been sent or delivered to:

(Name and complete address of other party(ies) to action)

By  Regular U.S. Mail     Certified U.S. Mail     Hand Delivery     Other \_\_\_\_\_

this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

Signature of Person Attesting to Service of Form

Print or Type Name

**Notice to Employer**

Immediately upon receipt of this Request for Recognition, the employer must post a Notice to Employees of Request for Recognition (ERB 1008 or a reasonable facsimile) in each facility at which the employees in the proposed bargaining unit are employed. The notice must be posted in conspicuous locations where employees will be reasonably apprised of the contents and shall remain posted for twenty-one days. The employer shall file with the Board *one original and one copy* of the Certificate of Posting (ERB 1001), each with a copy of the Notice and a copy of the Request for Recognition. In addition to these obligations, receipt of this Request for Recognition may give rise to certain other rights and obligations under Ohio Revised Code Sections 4117.05 and 4117.07.

Questions relating to this matter may be addressed to the Representation Division of the State Employment Relations Board at 65 East State Street, 12<sup>th</sup> Floor, Columbus, OH 43215-4213 or (614) 644-8573.