

Please Review this Important Information

- Please read [Form NLRB-4812 - Description of Procedures in Certification and Decertification Cases](#) for a more complete explanation of the NLRB's representation procedures.
- If you have questions about filing a petition, please contact the Information Officer at one of our field offices. You can find the field office nearest you by clicking [Find Your Regional Office](#) or by calling 1-844-672-NLRB (6572).
- Please carefully describe the bargaining unit involved in the petition, listing the job classifications included in the unit and the job classifications excluded from the unit. If you are filing a petition for decertification, it would be best to use the unit description contained in the collective bargaining agreement.
- Be sure to include telephone and fax numbers of the parties since this will be a significant aid to the processing of the petition.
- Be sure to include the name and address of any other labor organization or individuals known to have a representative interest in any of the employees in the unit described in the petition.
- After the Regional Office accepts and docketed your petition, a redacted version of the petition document will be posted on our website under the case number assigned to your petition. If you are an individual filing the petition, your name and contact information will not be published on our website. If you are not filing as an individual, but rather on behalf of a union or employer, you may wish to use that entity's official address for your contact information.
- Your petition will be sent to the Regional office that has jurisdiction over the geographic area where the bargaining unit is located. If the bargaining unit exists in two or more Regions, we will use the first location selected.
- For petitions to certify or decertify a union, the party who files the petition (the petitioner) also must submit a showing of interest that demonstrates that at least 30% of the employees in the bargaining unit support the petition. This showing is usually in the form of cards or signature sheets, which must be dated, authorizing the union to represent the employees (RC) or providing that the employees no longer wish to be represented by the incumbent union (RD). If a petition is filed by an employer (an RM case), the petitioner must provide proof of a demand for recognition by the labor organization named in the petition or evidence supporting a statement of good faith uncertainty about majority support for an existing representative.
- The petitioner must serve the following documents on the other parties:
 1. The completed petition form (which you will receive after completing the wizard)
 2. [Form NLRB-4812 - Description of Procedures in Certification and Decertification Cases](#),
 3. A blank Form [NLRB-505 - Statement of Position](#)
- After you complete the petition form wizard, you will receive a confirmation email with an Inquiry number (Sample Inquiry Number: 1-1234567890). When you have completed service on the other parties, you can use the link and the Inquiry number provided in the email to e-file the following required documents:
 1. Completed Petition Form;
 2. Showing of Interest in Support of the Petition; and
 3. [Certificate of Service of Petition](#) showing that you have served the employer and other parties as described above.