

**Section 1: Claim/Account information**

Claim/Account #: \_\_\_\_\_

**Section 2: Applicant information**

Mr.  Miss  Mrs.  Ms. Name of applicant (or representative) \_\_\_\_\_

Street \_\_\_\_\_ Apartment, suite or unit number \_\_\_\_\_

City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Home ( ) Work ( ) Mobile phone ( ) Fax ( ) Messages only ( )

**Section 3: Appellant information**

Name of appellant: \_\_\_\_\_ Hearing date: \_\_\_\_\_

**Section 4: Transcription service information**

Swann Hallberg & Associates is the approved transcription company Swann Hallberg & Associates  
 Tel: 780-448-9490  
 Email: swannhallberg@gmail.com

**Section 5: Application permission**

I give permission to Swann Hallberg & Associates above to produce and deliver a copy of the completed transcript to the Appeals Commission at my expense.

I will make payment arrangements directly with the transcription company. I agree that I am responsible for the cost of preparing the transcript and for the costs of the transcripts produced.

I acknowledge and agree that the Appeals Commission may share the transcript with any of the parties or any Body with authority to review Appeals Commission decisions.

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
 Date (dd/mm/yy)

\_\_\_\_\_  
 Print name of person signing

You can send this form by mail, fax, personal delivery or courier to one of our two offices.

**Edmonton**

Appeals Commission for Alberta Workers' Compensation  
1100, 10405 Jasper Avenue  
Edmonton AB T5J 3N4  
Tel: 780-412-8700  
Fax: 780-412-8701

**Calgary**

Appeals Commission for Alberta Workers' Compensation  
2300, 801 – 6<sup>th</sup> Avenue SW  
Calgary AB T2P 3W2  
Tel: 403-508-8800  
Fax: 403-508-8822

You can view our web site at: [www.appealscommission.ab.ca](http://www.appealscommission.ab.ca)

The personal information that you are being asked to provide is collected under the authority of section 33(c), and managed in accordance with the Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of processing your request for a hearing with the Appeals Commission for Alberta Workers' Compensation. One of the most important aspects of the Appeals Commission's process is that every party to the appeal knows the case that is to be heard and has an opportunity to respond. This means that documents related to the appeal will be shared with all other parties to the appeal, including the Workers' Compensation Board. The information collected may also be used for quality assurance purposes. If you have any questions regarding the collection or use of your personal information please contact one of the above offices and ask to speak with an Appeals Officer.

For Appeals Commission  
Use Only