STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

REQUEST for FILE RECORD COPIES
Document and Imaging Services
P.O. BOX 50540
Charleston, WV 25305-0540
Phone: 304-558-2293
Fax: 304-558-8948

Document and Imaging Services

(Please Print)

Requester Information:		**Requested Claimant or Employer Information**:	
Name:		Claimant or Employer Name:	
Company:		Claim or Risk#:	
Address:		Date of Injury:	
City/State/Zip:		Date of Birth:	
Phone:		Full SSN/FEIN#:	

PLEASE NOTE:

- Pursuant to W.Va. Code §23-1-4, records in the possession of the Offices of the Insurance Commissioner (OIC) regarding workers' compensation claims are **confidential**. Only claimants or other interested parties to a workers' compensation claim may obtain confidential records from the OIC and only to the extent necessary for the proper defense or presentation of a workers' compensation claim. **If you are not a party to the claim, you may not use this form to request records**.
- If the date of loss or date of last exposure for the subject claim was **after June 30, 2005, the OIC will not have a copy of the complete claim file**. In such a matter, you may wish to inquire with the responsible party to obtain a complete claim file.
- A separate "Request for File Record Copies" form must be completed **for each file requested**. Requests containing multiple claimants or employers will be returned.
- Documents obtained through this request **do not** include Board of Review (BOR) documents. To obtain BOR documents, please complete the BOR Document Request form available on the OIC's web site.
- Responsive information will be produced on an encrypted CD. Records held by our office may be digitally imaged.
- Please allow **at least 10 business days** from the date of receipt for completion of the request.
- The OIC may no longer be in possession of Workers' Compensation Commission claim files that have been closed for more than ten (10) years. Said claim files may be disposed of in accordance with the OIC's approved Records Disposal Schedule.
- If you are seeking records but are not a party to the claim, you must obtain a subpoena as set forth in W.Va. Code §23-1-4. The OIC will comply with a properly issued subpoena duces tecum provided that the issuing tribunal or court take actions necessary to maintain the confidentiality of such records.

Please provide the reason for this request below:

Requester's Signature: _____ Date: _____

Requester's Email: _____

Relationship to the Claimant or Employer: _____