



KS Workers' Comp Claim Report

Instructions to order search

To order a KS Workers' Compensation report, please follow these instructions:

1. Order the KS Workers' Comp claim report online through your NCS account.
2. Complete the attached Request Form for the KS Workers' Compensation request.
3. Fax the completed forms to NCS at 800-571-6303.

The results will be uploaded to your online account and an e-mail will be sent to you as soon as the results are available. Expect at least a week to receive your results.

Contact NCS if you have any questions.

Phone: 888-527-3282

Fax: 800-571-6303

E-mail: support@nationalcrimesearch.com

Thank you for your business.

Sincerely,

NCS

Your Background Screening Partner

REQUEST FOR WORKERS COMPENSATION RECORDS

K-WC 97 (Rev. 3-14)

MAIL: Division of Workers Compensation
401 SW Topeka Blvd., Suite 2
Topeka, KS 66603-3105
FAX: (785) 291-3430

Requestor name: _____ Phone: () _____

Company or Entity: _____ Fax: () _____

Address: _____

City, State, ZIP: _____

Worker's name: _____ SSN: _____

Records sought: Accident report summaries Docket summaries Actual filings
 Electronic download (registered users only; if not yet registered, see form K-WC 96)

In order to acquire accident reports or medical records, the requestor **must** be in category I or II below. Specify which categories pertain to you and provide the accompanying information:

- I) Are you: the employer of a worker seeking workers compensation benefits
 an insurance carrier with coverage of a worker seeking workers compensation benefits
 an insurance carrier's attorney/representative for the employer

Date of accident: _____

- II) Are you: an employer which has made a conditional offer of employment to the individual whose records are sought
 an insurance carrier of an employer which has made an employment offer to the individual whose records are sought
 an insurance carrier's attorney/representative for the employer

Type of job conditionally offered to the individual: _____

The following release must be signed by the worker to whom the offer of employment was made:

I hereby verify that I have been offered employment by the individual or entity requesting my records from the Kansas Division of Workers Compensation and give the division permission to release the records specified to the individual or entity making the request.

Signature of worker: _____ Date: _____

I certify that all information provided by me is true and correct to the best of my knowledge. I understand that providing false or misleading information may be a fraudulent or abusive practice under the Workers Compensation Act and may subject me to prosecution.

Signature of requestor: _____ Date: _____

Federal Privacy Act Disclosure Section 7(a)(2)(B)

The mandatory requirement that Social Security numbers be included in forms filed with the Division of Workers Compensation is permitted by Section 7(a)(2)(B) of the Federal Privacy Act of 1974, since our regulations which require its disclosure were in existence before January 1, 1975. The number is used as a means of identifying all the various records in the Division of Workers Compensation pertaining to an individual.

The use of Social Security numbers is made necessary because of the large number of applicants who have similar names and birth dates, and whose identities can only be distinguished by the Social Security number.