

Instructions on how to file a Notice of Participation –Form WTC 12 With the NYS Workers' Compensation Board

Complete the form **WTC Notice of participation, Form # WTC-12** in its entirety and have it notarized at the bottom where indicated.

Make at least one Photocopy of the Completed and Notarized form to serve as your personal permanent record of filing.

It is always best to file in person, however here are simple step-by-step instructions to file by **certified mail return receipt requested**:

1. You will need two simple forms, available at any post office:

PS Form 3800 (this forms contains a trackable bar-code and a 20 digit certified mail reference number), and

PS Form 3811 (the return green card that acts a proof of receipt)

2. Prepare certified mail return receipt documents (enclosed for your convenience) Note: The **PS 3800** form (paper) has a 20 digit number strip at the top which is removable

Write the 20 digit certified # (on the top your copy of the WTC-12) as follows: “certified mail return receipt number #_____”

3. Pull the strip with the 20 digit number off the top of the **PS Form 3800**, and affix it to Box 2 of the green post card, (PS 3811) side 2, Box 2.
4. In Box 1 of the **PS-3811** Postcard print the address of the retirement system:

**N.Y.S. Workers' Compensation Board
World Trade Center Registration
P.O. 5205
Binghamton, NY 13902-5205**

5. Also print that same Retirement System in the area indicated on the **PS-3800** form. Turn the form over and write your name and “WTC Notice” wherever you find room.
6. On the **PS-3811** Green Postcard, side 2, above where it says “SENDER: COMPLETE THIS SECTION” print your registration number and the words “WTC Notice of Participation” and your name.
7. Turn the **PS-3811** Postcard over and neatly print your name and address where indicated.
9. Prepare an envelope neatly addressed to:

**N.Y.S. Workers' Compensation Board
World Trade Center Registration
P.O. 5205
Binghamton, NY 13902-5205**

10. Place the original Notarized notice of participation WTC-12 in the envelope. Seal The envelope. Place the **PS-3800** form on the envelope to the right of y our return address, so that the words “certified mail” are at the top. The flap may cover the address of the NYS Workers' Compensation Board on the front of the envelope, but don't worry about that.

11. Remove to two from the front of the postcard, this will reveal adhesive. Place the postcard on the back of your envelope, Front down, so that the NYS Workers' Compensation Board address on side two is what you see.

12. Bring the Envelope to a POST OFFICE. DO not merely drop it in a mailbox.

13. The post office will determine the postage, and return the flap half of the PS 3800. Staple that to YOUR copy of the **NYS Workers' Compensation Board WTC-12 Notice of Participation.**

14. After the Post office delivers the mail, you will receive back the Green Post Card showing receipt by the NYS Workers' Compensation Board Staple that card to your copy of the Notice of Participation – **WTC-12**

15. Keep your documents and proof of mailing in a safe place with your important personal papers, in case you ever need to show proof that you registered.

16. The **WTC-12** is only a registration form. If you want to file for Workers' Compensation Benefits a different form is required, a C-3 for employees and a WTC-Vol-3 for Volunteers. You will have two years from the date of a diagnosis of a World Trade Related Illness in which to file the actual claim.

To file in person

To file in person, visit the any local office of the NYS Workers' Compensation Board

Metropolitan Area District Offices:

Queens 168-46 91st Avenue - 3rd Floor Jamaica, NY 11432

Manhattan: 215 W. 125th Street New York, NY 10027

Brooklyn: 111 Livingston Street - 22nd Floor,

Hempstead, 175 Fulton Avenue, 7th Floor, Hempstead NY 11550

Hauppauge 220 Rabro Drive, Suite 100 Hauppauge, NY 11788-4230

Westcheter: 41 North Division Street Peekskill, NY 10566

- Bring your original and your personal file copy. Have the clerk “stamp in” your original. Also have them stamp your own copy so that you can prove they received the original
- Keep your documents and proof of mailing in a safe place with your important personal papers, in case you ever need to show proof that you registered