



MN Workers' Comp Claim Report

Instructions to order search

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

1. Order the MN Workers' Comp claim report online through your NCS account.
2. Complete the attached Request Form and the MN Workers' Compensation Authorization form.
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

**AUTHORIZATION FOR FILE
REVIEW OR RELEASE OF
COPIES OF WORKERS'
COMPENSATION CLAIM FILE**



DO NOT USE THIS SPACE

TO: Department of Labor and Industry
Workers' Compensation File Review
PO Box 64226
St. Paul, MN 55164-0226
(651) 284-5200
Fax: (651) 284-5731

I hereby authorize _____ to review and/or receive copies of any or all parts of the Minnesota workers' compensation claim file(s) maintained by the Department of Labor and Industry (DLI) for the employee and date(s) of injury indicated below.

EMPLOYEE	WID or SSN	DATE(S) OF INJURY
EMPLOYER	INSURER (if known)	

- Following receipt of this properly completed authorization, DLI may release information from the workers' compensation claim file about the above-named employee, employer and insurer, including the employee's worker identification number (WID) and social security number, that would not otherwise be accessible to the public. The WID is a unique number assigned by DLI to an injured worker and may be used instead of the employee's SSN.
- Once this information is released, DLI does not control how it is used or further distributed by the recipient.
- A copy of this authorization may be used in the same manner and with the same effect as the original document.
- This authorization is valid for six months from the date signed, or until this consent is withdrawn by notifying DLI in writing at the above address or facsimile number.

Print name of person authorizing release	I am authorized to sign this form because I am the: employee parent/guardian of a minor or incapacitated employee (if not the parent, attach a court order documenting guardianship) employer (state title at employer): _____ insurer (state title at insurer): _____ dependent of deceased employee (state relationship): _____ representative of employee's estate (attach court order) representative of the DLI Special Compensation Fund
Signature of person authorizing release	
Date signed	

NOTICE: Information concerning disability may not be used to make a job decision unless state or federal law permits use of this information. Unless authorized by state or federal law, any use or distribution of this information beyond that authorized by the subject of this data is prohibited. Questions concerning use of disability information may be directed to the Minnesota Department of Human Rights at (651) 296-5663 or 1-800-657-3704.

INSTRUCTIONS FOR AUTHORIZATION TO REVIEW OR RELEASE
COPIES OF MINNESOTA WORKERS' COMPENSATION CLAIM FILE

Minnesota Statutes, § 176.231, subdivision 9 requires that information in a workers' compensation claim file maintained by the Department of Labor and Industry (department) may not be released without the authorization of the employee, employer, insurer, or dependent of the deceased employee.

Minnesota Rules, part 5220.2880, subpart 1, requires an authorization to:

- be in writing;
- be signed and dated within the last six months by the employee or legal guardian, employer, insurer, special compensation fund, or dependent of a deceased employee for the specified date of injury; and
- specify who is authorized to review the file.

The department may ask for additional information to verify the identity of the person authorizing the release or the relationship of the person to a party to the claim. Claim file information may not be released over the telephone without this authorization in the department's file. The department will only copy or permit review of claim file information for the dates of injury indicated on the authorization. **If the authorization is for all dates of injury for an employee, indicate "any and all" dates of injury.** An employer or insurer must obtain an authorization from the employee to review a workers' compensation file for which it is not a party.

This authorization must be signed and dated by an authorized person and filed with the Department of Labor and Industry by mail or in person.

In Person:	Mailing Address:
Department of Labor and Industry	Department of Labor and Industry
Workers' Compensation File Review	Workers' Compensation File Review
443 Lafayette Road N.	PO Box 64226
St. Paul, MN 55155-4301	St. Paul, MN 55164-0226

If you have questions, the worker's compensation file review office can be reached at 651-284-5200; toll-free: 800-342-5354; and TTY: 651-297-4198.