



EMPLOYER'S REQUEST FOR WORKER CLAIM FILE AND AUTHORIZATION

P.O. Box 757, 14 Weymouth Street, Charlottetown, PE C1A 7L7 www.wcb.pe.ca
 Phone: (902) 368-5680 Toll-free: 1-800-237-5049 Fax: (902) 368-5696

EMPLOYER INFORMATION

Worker's Name:	Claim Number:
Employer:	Contact Name:
Address:	Province:
	Postal Code:
Telephone:	Email:

AUTHORIZED REPRESENTATIVE (if applicable)

If you wish to appoint a representative to act on your behalf for claim communications and access to worker claim file documents, indicate your representative below. Please note this authorization will remain in effect until you notify WCB that it is no longer in effect.

Name of Representative:		
Address:		Province:
		Postal Code:
Telephone:	Fax:	Email:

ISSUE(S) IN DISPUTE

In order to receive claim file information, you must clearly identify an issue(s) in dispute on the claim. Only information relevant to the issue will be released. Please identify this below:

FILE REQUEST

You may request a copy of the relevant claim file information or specific documents. Please select your preference:

All Relevant Claim File Information -or- Specific Claim File Documents

If specific documents are being requested, please indicate the document dates and types:

METHOD OF DELIVERY

Claim file documents will be sent using the WCB's secure electronic file transfer service. A notification will be sent to you or your representative at the email address noted above. If this is not an option, please confirm how you would like the file to be sent:

Courier Pick up at the WCB office

Employer Contact Signature:	Date:
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Personal information on this form is collected for the purposes of providing employer access to claim files under section 83 of the *Workers Compensation Act* and in accordance with section 31 of the *Freedom of Information and Protection of Privacy Act*. For further information about the use of personal information, please contact the Workers Compensation Board's FOIPP Coordinator at P.O. Box 757, Charlottetown, PE, C1A 7L7 or telephone (902) 368-5680.