

How to file a workers' compensation claim form

Use a claim form to report a work injury or illness to your employer.

Attached is the employee claim for workers' compensation benefits. Please read and follow the instructions on the top of the form.

Complete only the "employee" section. Be sure to sign and date the claim form and keep a copy for your records.

Return the claim form to your employer right away in person or by mail. If you mail the claim form, use certified mail -- return receipt requested -- so you have a record of the date it was mailed and the date it was received. If you don't return the completed form to your employer you may risk your right to benefits.

You have the right to receive up to \$10,000 in medical care under treatment guidelines while your employer decides whether to accept or deny your claim. Your employer must approve that treatment within one working day of receiving your claim form.

Your employer should fill out the "employer" section and forward the completed claim form to the insurance company. Your employer should give you a copy of the completed claim form. If they don't, request a copy and keep it for your records. Generally, the insurance company has 14 days to mail you a letter telling you the status of your claim. If you don't receive this letter, call the insurance company to find out the status of your claim.

- ✓ [Workers' Compensation Claim Form \(DWC 1\)](#)

If you need help, call an [Information and Assistance \(I&A\) office](#), or attend a [workshop for injured workers](#). The local I&A phone numbers are attached to this guide. You can get information on a local workshop from the I&A office or on the Web at www.dwc.ca.gov.

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.

WORKERS' COMPENSATION APPEALS BOARD DISTRICT OFFICES

<p><u>ANAHEIM. 92806-2131</u> 1065 North Link, Suite 170 Information & Assistance Unit (714) 414-1801</p>	<p><u>SACRAMENTO. 95834-2962</u> 160 Promenade Circle, Suite 300 Information & Assistance Unit (916) 928-3158</p>
<p><u>BAKERSFIELD. 93301-1929</u> 1800 30th Street, Suite 100 Information & Assistance Unit (661) 395-2514</p>	<p><u>SALINAS. 93906-2204</u> 1880 N Main Street, Suites 100 & 200 Information & Assistance (831) 443-3058</p>
<p><u>EUREKA. 95501-0529</u> * Satellite office * 409 "K" Street, Room 201 Information & Assistance Unit (707) 441-5723</p>	<p><u>SAN BERNARDINO. 92401-1411</u> 464 W Fourth Street, Suite 239 Information & Assistance Unit (909) 383-4522</p>
<p><u>FRESNO. 93721-2219</u> 2550 Mariposa Street, Suite 4078 Information & Assistance Unit (559) 445-5355</p>	<p><u>SAN DIEGO. 92108-4424</u> 7575 Metropolitan Drive, Suite 202 Information & Assistance Unit (619) 767-2082</p>
<p><u>LONG BEACH. 90802-4339</u> 1500 Hughes Way, Suite C203 Information & Assistance Unit (424) 450-2565</p>	<p><u>SAN FRANCISCO. 94102-7014</u> 455 Golden Gate Avenue, 2nd Floor Information & Assistance Unit (415) 703-5020</p>
<p><u>LOS ANGELES. 90013-1105</u> 320 W 4th Street, 9th Floor Information & Assistance Unit (213) 576-7389</p>	<p><u>SAN JOSE. 95113-1402</u> 100 Paseo de San Antonio, Suite 241 Information & Assistance Unit (408) 277-1292</p>
<p><u>MARINA DEL REY. 90292-6902</u> 4720 Lincoln Boulevard, 2nd and 3rd floors Information & Assistance Unit (310) 482-3820</p>	<p><u>SAN LUIS OBISPO. 93401-8736</u> 4740 Allene Way, Suite 100 Information & Assistance Unit (805) 596-4159</p>
<p><u>OAKLAND. 94612-1499</u> 1515 Clay Street, 6th Floor Information & Assistance Unit (510) 622-2861</p>	<p><u>SANTA ANA. 92707-7704</u> 2 MacArthur Place, Suite 600 Information & Assistance Unit (714) 942-7576</p>
<p><u>OXNARD. 93030-7912</u> 1901 N Rice Avenue, Suite 100 Information & Assistance Unit (805) 485-3528</p>	<p><u>SANTA BARBARA. 93101-7538</u> * Satellite office * 130 E Ortega Street Information & Assistance Unit (805) 568-1390</p>
<p><u>POMONA. 91768-1653</u> 732 Corporate Center Drive Information & Assistance Unit (909) 623-8568</p>	<p><u>SANTA ROSA. 95404-4771</u> 50 "D" Street, Suite 420 Information & Assistance Unit (707) 576-2452</p>
<p><u>REDDING. 96002-0940</u> 250 Hemsted Drive, 2nd Fl, Ste. B Information & Assistance Unit (530) 225-2047</p>	<p><u>STOCKTON. 95202-2314</u> 31 E Channel Street, Suite 344 Information & Assistance Unit (209) 948-7980</p>
<p><u>RIVERSIDE. 92501-3337</u> 3737 Main Street, Suite 300 Information & Assistance Unit (951) 782-4347</p>	<p><u>VAN NUYS. 91401-3370</u> 6150 Van Nuys Boulevard, Suite 105 Information & Assistance Unit (818) 901-5374</p>