

**U. S. Department of Labor**

**Office of Workers' Compensation Programs  
Division of Longshore and  
Harbor Workers' Compensation  
200 Constitution Avenue, Room C-4319  
Washington, DC 20210**



**DATE February 26, 2018**

**Industry Notice No. 166**

**TO: LONGSHORE EMPLOYERS, LONGSHORE CLAIMANTS, INSURANCE CARRIERS, SELF-INSURED EMPLOYERS, AND OTHER INTERESTED PERSONS**

**SUBJECT: FAX SUBMISSION OF CASE CREATE FORMS AND CHANGE OF MAILING ADDRESS FOR CENTRAL CASE CREATE SITE**

To aid in the efficient administration of the Longshore and Harbor Workers' Compensation Act (LHWCA), and its extensions, the Director hereby notifies all parties that effective **March 1, 2018**, the Division of Longshore Harbor Workers' Compensation (DLHWC) is decommissioning the New York District Office's current fax number and replacing it with a program-wide system for creating new cases through fax submission. The following forms result in DLHWC creating a new case and are referred to here as "case create" forms:

- LS-201 (Notice of Employee's Injury or Death)
- LS-202 (Employer's First Report of Injury or Occupational Illness)
- LS-203 (Employee's Claim for Compensation)
- LS-262 (Claim for Death Benefits)

1. Effective March 1, 2018, all reports of, and claims for, new injuries may be submitted by fax. Fax is now DLHWC's preferred method for receiving "case create" forms. A **New Case Create Fax Number – (202) 513-6814** – has been established for this purpose. Submitting these forms to DLHWC by fax will have several advantages over more traditional delivery methods. Fax submission will reduce costs for the sender and speed delivery of the forms to DLHWC. Receiving the documents via fax also allows DLHWC to more quickly assign an OWCP case file number to the case.

**Important Reminder** – Please do not fax any other documents to this fax number. This fax number is strictly for submitting "case create" documents for cases that have not been previously assigned an OWCP case file number. Once DLHWC has created a case, you will receive a notice with the OWCP number, which you should use in submitting other documents.

**Guidelines for Submission of Documents via the fax (202) 513-6814.** To facilitate efficient and timely filing and processing of "case create" documents, please adhere to the following guidelines:

- a. Please submit each "case create" form individually. Please do not use a cover sheet.

- b. Please do not fax documents in a case that already has an assigned OWCP case number or that exceed four pages. DLHWC will not accept such submissions via this fax number.
  - c. Complete all fields on the form legibly, and include the employer and carrier number, if known.
  - d. Submit only one copy of a form.
  - e. Parties are encouraged to submit "case create" forms via fax to **(202) 513-6814** and to avoid duplicate submissions, e.g., do not submit the same documents via fax *and* mail.
2. Alternatively, if a party prefers to submit a "case create" form by mail, please send it to this new mailing address:


U.S. Department of Labor  
Office of Workers' Compensation Programs  
Division of Longshore and Harbor Workers' Compensation  
400 West Bay Street, Suite 63A, Box 28  
Jacksonville, FL 32202  
**FAX (202) 513-6814**

Effective March 1, 2018, "case create" documents should no longer be sent to the New York District office.

3. After DLHWC creates a case, you may submit all case-specific mail electronically to the file through the DLHWC's Secure Electronic Access Portal (SEAPortal). (See Industry Notice 148, issued October 31, 2014). SEAPortal is accessed at the following web address: <https://seaportal.dol-esa.gov>. If you prefer to use mail, the address above in Jacksonville continues to be the "Central Mail Receipt" site, as announced in Industry Notice No. 144, on November 14, 2013.

4. For specific questions or concerns related to a claim, including questions pertaining to the creation of a case or the receipt of a document, please contact the district office administering the claim for assistance. Please do not contact the Central Case Create or Central Mail Receipt site for assistance unless the New York or Jacksonville DLHWC District Offices are managing the claim, respectively.

5. Any general questions concerning this Industry Notice may be directed to the DLHWC Branch of Policy, Regulations and Procedures, Washington, DC. You may also visit our website (<http://www.dol.gov/owcp/dlhwc/>) to find a list of questions and answers related to this change.

  
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Director, Division of  
Longshore and Harbor Workers' Compensation