NOTICE TO INSURANCE CARRIERS, SELF-INSURED EMPLOYERS
UNDER THE LONGSHOREMEN'S AND HARBOR WORKERS' COMPENSATION
ACT, AS EXTENDED, AND OTHER INTERESTED PERSONS

Subject: Instructions for Use of Privacy Act Notice under the
Longshoremen's and Harbor Workers' Compensation Act,
As Extended

The Department of Labor considers that all records created pur­
suant to the Longshoremen's and Harbor Workers' Compensation
Act (33 U.S.C. 901 et seq.), or one of its extensions (the
District of Columbia Compensation Act, the Defense Base Act,
the Outer Continental Shelf Lands Act, and the Nonappropriated
Fund Instrumentalities Act) are records of the Department of
Labor. In keeping with its responsibility for administering
these Acts, the Office of Workers' Compensation Programs (OWCP)
has prepared the attached notice to claimants (Inst. LS-555) in
accordance with the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C.
552a).

The notice must be furnished to any person who is requested to
provide personal data to the OWCP in connection with claims for
benefits payable under the Longshoremen's and Harbor Workers'
Compensation Act, as extended.

Employers coming under the jurisdiction of one of the above Acts
are required to furnish Form LS-201, Notice of Employee's Injury
or Death, to claimants when injuries, occupational illnesses, or
deaths are reported to them (refer to Notice to Industry No. 6,
January 19, 1973). When Form LS-201 is given to an employee (or
dependent in a death case) the LS-555 should be attached to the
form.

Supplies of the attached notice (Inst. LS-555) should be furnished
by carriers to all employers obtaining workers' compensation cover­
age under one of the indicated Acts, with appropriate instructions
for use. Self-insured employers may reproduce their own supplies.

The use of this notice is required under the provisions of the
Privacy Act of 1974 on and after September 27, 1975.

HERBERT A. DOYLE, JR.
Director, Office of Workers'
Compensation Programs

Attachment
In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: (1) The Longshoremen's and Harbor Workers' Compensation Act, as amended and extended (33 U.S.C. 901 et seq.) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor. In accordance with this responsibility, the Office receives and maintains personal information on claimants and their immediate families. (2) The information will be used to determine eligibility for and the amount of benefits payable under the Act. (3) The information may be used by other agencies or persons in handling matters relating, directly or indirectly, to the subject matter of the claim, so long as such agencies or persons have received the consent of the individual claimant, or have complied with the provisions of 20 CFR 702. (4) Furnishing all requested information will facilitate the claims adjudication process; and the effects of not providing all or any part of the requested information may delay the process, or result in an unfavorable decision or a reduced level of benefits (disclosure of a social security number is voluntary; the failure to disclose such number will not result in the denial of any right, benefit or privilege to which an individual may be entitled).

THIS NOTICE SHOULD BE RETAINED FOR YOUR INFORMATION

Inst. LS-555
Sept. 1975