



Workers' Compensation

STEPS FOR OBTAINING WORKERS' COMPENSATION INSURANCE INFORMATION

- Step 1:** Ask the injured employee, if possible. Verify employer name, address and telephone number.
- Step 2:** Use the Coverage Verification Service (CVS) on the WCS website: <http://dirweb.state.nv.us/WCS/wcs.htm>
- Step 3:** Go to the Division of Insurance website at <http://doi.state.nv.us> and select the "Help Me Find..." tab to locate "Self-insured Workers' Compensation". Select either the "Self-Insured Company" or the "Association List" tab. **Only needed if unable to locate insurer/TPA on CVS - otherwise, skip to Step 4.**
- Step 4:** **ALWAYS** verify coverage with the correct TPA/Insurer before sending the C-4.
- Step 5:** If unable to locate TPA thru CVS or self-insured systems, contact employer. Document employer responses.
- Step 6:** If unable to locate coverage information after following above steps, call WCS Henderson at (702) 486-9080. If WCS unable to locate coverage over the telephone, you will be directed to forward copy of Form C-4 and verification documentation to Henderson office for further investigation.

FEDERAL GOVERNMENT CLAIMS

For all federal government employee claims, please contact:

U.S. Department of Labor (DoL)

Office of Workers' Compensation Programs (OWCP)

P.O. Box 8300

London, KY 40742-8300

415 241-3300

<http://www.dol.gov/owcp/>

USEFUL WEBSITES FOR C-4 RESEARCH

State of Nevada Official website: <http://www.nv.gov/>

State of Nevada – Division of Insurance: Tab – Self Insured: > Self-insured Company List > Association List:
<http://doi.state.nv.us>

State of Nevada – Division of Industrial Relations - Workers' Compensation Section:
<http://dirweb.state.nv.us/WCS/wcs.htm>

Nevada Secretary of State: <http://nvsos.gov/>

Nevada Secretary of State: Silver Flume Business Portal
<https://www.nvsilverflume.gov/home>

Nevada State Contractors Board: Contractor Info & Searches > search by Company Name or Principal Name
<http://www.nvcontractorsboard.com/>

Coverage Verification Service (CVS): <http://dirweb.state.nv.us/WCS/cvs.htm>

Business License Search – Clark County:
http://www.clarkcountynv.gov/Depts/business_license/Pages/BLSearch.aspx

Business License Search – City of Henderson:
<https://dsconline.cityofhenderson.com/BusinessLicense/BLQueryWrap.cfm>

Business License Search – City of Las Vegas: <http://www3.lasvegasnevada.gov/Bus-license/Search.asp>

Business License Search – City of North Las Vegas:
<http://www.cityofnorthlasvegas.com/Departments/Finance/BusinessLicense/BLLicStat.aspx>

Business License Search – Town of Sparks:
http://portal.cityofsparks.us/business_licenses/active

Business License Search – Town of Pahrump: > Active Pahrump Business Licenses > PDF File
<http://www.pahrumpnv.org/pahrump-nevada/departments/pahrump-business-license/>

Business License Search – Town of West Wendover:
<http://www.westwendovercity.com/pdf/City%20Information%20Directory.pdf>

Business License Search – Reno
<http://dashboard.reno.gov/RenoBusinessLicenses/rdPage.aspx?rdReport=SearchPage>

New Business License Search – City of Elko: <http://www.ci.elko.nv.us/administration/licenses.htm>

Jurisdiction Locator – Clark County: <http://gisgate.co.clark.nv.us/ziploc/>

DBA Search – Clark County: tab > Fictitious Firm Names
<https://aivitals.co.clark.nv.us/WebPIInternet/>

DBA Search: Washoe County: http://www.washoecounty.us/clerks/dba_name_search.php

On-line phone directory with reverse phone and address searches: <http://www.411.com/>

Google: <http://www.google.com/>

**If you know of any other websites beneficial to the research of C-4s and would like them included on this information sheet, please contact Cynthia Hernandez at 702-486-9103 or cyhernandez@business.nv.gov
For any Workers' Compensation questions or comments, email WCSHelp@business.nv.gov**