



Workers' Compensation

HOW TO VERIFY EMPLOYERS WORKERS' COMPENSATION INSURANCE COVERAGE

- 1: Ask the injured employee for the name, address and telephone number of their employer, and for the name of the insurer or third party administrator (TPA).
 - Call the insurer/TPA to verify insurance. **ALWAYS verify coverage with the correct TPA/Insurer before sending the C-4.**
- 2: If you are not provided with the name of the insurer/TPA, access the **Coverage Verification Service (CVS)** online at the WCS website: dir.nv.gov/wcs/home/. For best results, please confirm the spelling of the Insured's name before searching.
- 3: **If you are unable to locate the insurer/TPA on CVS go to the Division of Insurance** website at doi.nv.gov and select the "Help Me Find..." tab to locate "Self-insured Workers' Compensation." Select either the "Insured Employer Company List" or the "Association List" tab.
- 4: If you are still unable to locate the insurer/TPA, contact the injured workers' employer. Be sure to document the employer's responses.
- 5: If the above steps do not produce results, call **WCS** Las Vegas at (702) 486-9080. If **WCS** can't locate coverage during your call, you will be directed to forward copy of Form C-4 and verification documentation to the 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://dir.nv.gov/wcs/home/>

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://dir.nv.gov/wcs/home/>

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:
https://www.cityofnorthlasvegas.com/departments/community_development_and_compliance/business_license/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 – Reno
<http://dashboard.reno.gov/RenoBusinessLicenses/rdPage.aspx?rdReport=SearchPage>

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

DBA Search – Clark County: tab > Fictitious Firm Names
<http://www.clarkcountynv.gov/clerk/services/pages/fictitiousfirmnames.aspx>

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 Linda Torres at 702-486-9122 or ltorres@business.nv.gov
For any Workers' Compensation questions or comments, email WCSHelp@business.nv.gov**