

# How to request a claim file

## For workers and worker representatives:

- **By telephone:** Call your case manager or adjudicator directly, or contact the *Claims Contact Centre* to request your file.
- **In writing:** A written request should include your name, claim number, current address and telephone number. You can fax your request to 780-498-7867, or mail it to:

### Requesting a claim file

WCB- Alberta  
PO Box 2415  
Edmonton AB T5J 2S5

## For employers and employer representatives:

- **In writing:** Fill out the *Request for Claim File Information form - C896 (fillable, 61KB)* and fax your completed form to 780-498-7867.

## Methods of delivery:

Please be sure to specify in your request how you would like the claim file delivered:

- **Electronically** – Using our secure file transfer service, you will be sent an email containing a secure link that will transfer a PDF copy of the claim file onto your computer.
- **Mail** – We can mail the claim file to you directly.
- **Pick up** – You can pick up the claim file in person at either our Edmonton or Calgary office.

