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DEPARTMENT OF LABOR AND EMPLOYMENT

DIVISION OF WORKERS' COMPENSATION
Compensation Services

633 17th Street, Suite 400
Denver, Colorado 80202-3660
(303) 318-8700
(303) 318-8710 (FAX)

Dear DOWC Customer,

The Division of Workers' Compensation is now able to accept your Request for Services (RFS) through email! Please refer to the following information on how to submit an electronic RFS form:

1. Begin by completing the form in its entirety. To avoid processing delays, please provide complete contact information including fax number.
2. Once complete, save your RFS form as:
 - "RFS Claimant Last Name, Claimant First Name" (e.g. *RFS Smith, John*)
3. Attach the saved RFS and email it to cdle_dowc_rfs@state.co.us with the subject line containing selection that applies:
 - a. "Job # ___ -- Agency Name" for established accounts.
 - b. "Prepay - Agency Name" for prepay requests.

Note: Invoice numbers will be assigned by DOWC, after receiving the completed form.

This email address cdle_dowc_rfs@state.co.us will ONLY accept Request for Service (RFS) forms. The required Entry of Appearance (WC 06) or Authorization for Release of Information (WC 189) will be accepted through this email address, along with the corresponding RFS. These attachments should include claimant's last & first name (e.g. EOA Smith, John)

NO OTHER FORMS, DOCUMENTS, OR CORRESPONDENCE WILL BE ACCEPTED AT THIS EMAIL

Your request will be reviewed by the Customer Service Unit. If approved, it will be sent for processing. Current processing times still apply and are as follows:

- Standard Request: 5-7 business days after approval
- Rush Request: 1-2 business days after approval.

If for any reason your request is rejected, you will receive an email response as to the reason for the rejection. Upon correcting the issue, you may submit a new request with the corrected information.

After processing, your requested copies will be mailed to the address we have on file for your job number. At this time, we are unable to e-mail copies of claim files.

Reminder: Please note that we cannot process a Request for Services unless there is already a claim on file. If you are filing a Workers' Claim for Compensation (WC15), please do so through the proper filing channel (U.S. postal mail or fax). Once a claim has been established and a Worker's Compensation number is assigned, you may submit your request for services.

If you have any questions, please contact the Customer Service Unit at (303)318-8700 or Toll free (888) 390-7936.