

Supporting Documentation for Responders

The World Trade Center (WTC) Health Program helps those who responded to the terrorist attacks in New York, the Pentagon, and Shanksville, Pennsylvania. When you apply to the Program, you must provide written documents that show where you worked or volunteered between September 11, 2001 and July 31, 2002. We refer to this part of the application as supporting documentation.

What can I use as supporting documentation?

Supporting documentation can be anything that shows: 1) where you worked or volunteered; 2) how long you were there; **and** 3) the type of work you did. Your application must show all three things to be accepted.

Can I submit more than one document?

Yes, you may need more than one document to provide enough detail about the type of work you did, your location, and how long you were at a 9/11 disaster site(s).

Can I use my WTC Health Registry forms?

If you are part of the Registry's health study, you may use your "Wave One" survey as supporting documentation. Call the Registry at 1-866-692-9827 to request your survey. Please submit the complete survey with your application and do not change the survey in any way. Incomplete or altered surveys will be rejected.

What if I cannot find any supporting documentation?

You must explain in writing 1) What you did to try and get copies of those records, and 2) Why you can't include them with your application. Then you can submit a **third party attestation**, which is a letter written by someone who can honestly say that you worked or volunteered at a 9/11 disaster site(s). This person may be a family member, a friend, an employer, or someone you worked alongside. The letter must explain time frame you worked, how many hours per day you worked, the location(s) where you worked, and the type of work you performed. If no one can write a letter, you may submit a **first party attestation**. A first party attestation is a letter that you write that contains this same information.

Types of Supporting Documentation



Letter from your employer or union stating your activities, hours, and location performing 9/11-related activities on or after September 11, 2001



Police memo book (including a copy of the cover page) that shows the times and hours worked at a 9/11-related site



Award or letter given by the local, state, or national government, including military awards or letters that commend your 9/11 activities



Letter from the Workers' Compensation Board that reports a paid and/or active worker's compensation claim for your 9/11-related work



Timesheet or overtime report that show the day(s), hours

Learn More. Call 1-888-982-4748 or visit www.cdc.gov/wtc

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All letters must be signed. Include as many details as possible in your letter. This information will help us review your application.

I need help with my application. Who can I talk to?

Please call 1-888-982-4748 to speak with someone from the WTC Health Program. We can help answer questions about your application, including how to submit supporting documentation.

Double check to be sure your supporting documents are:

- ✓ **Specific.** Your documents must show your name, specific dates, locations where you worked or volunteered, and a list of activities you performed.
- ✓ **Clear.** We must be able to read your supporting documentation. Please type or use clear handwriting. Check that your fax and photocopies are easy to read.
- ✓ **Consistent.** Supporting documentation must include all of the activities you listed in your application.
- ✓ **Current.** If the last name on your application does not match the last name supplied in your supporting documentation, you must submit a document to show your official name change.
- ✓ **Signed.** If you are sending a third-party or first party attestation, be sure that the letter is signed by the person writing it. We cannot accept unsigned letters.

Ready to send?

If you are using a paper application, all supporting documentation must be sent through the mail or fax. If you are using the online application, you may submit your supporting documentation through the website or send it through the mail or fax.

Mail:

WTC Health Program
P.O. Box 7000
Rensselaer, NY 12144

Fax:

1-877-646-5308

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Supporting Documentation for Survivors

The World Trade Center (WTC) Health Program helps those who were in the New York City disaster area following the September 11th terrorist attacks. When you apply to the Program, you must provide written documents that show that you were in the disaster area between September 11, 2001 and July 31, 2002. We refer to this part of the application as supporting documentation.

What can I use as supporting documentation?

Supporting documentation can be anything that shows your home, work,

school, child care, or adult day care was inside the New York City disaster area. This area includes Manhattan south of Houston St. and any block in Brooklyn that is wholly or partially contained within a 1.5-mile radius of the former World Trade Center site.

Supporting documentation must show your name and a date between September 11, 2001 and July 31, 2002.

Can I submit more than one document?

Yes, you may need more than one document to show your name, location, and how long you were in the disaster area following September 11th.

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Types of Supporting Documentation



Lease or utility bill



Pay stub if it shows your work location



Student identification card



School transcript



Employer letter



Union letter

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You must explain in writing 1) What you did to try and get copies of those records, and 2) Why you can't include them with your application. Then you can submit a **third party attestation**, which is a letter written by someone who can honestly say that you were in the New York City disaster area between September 11, 2001 and July 31, 2002. This person may be a friend, neighbor, boss, co-worker, or family member. The letter should describe what you were doing in the area, your location, and the dates you were there. If no one can write a letter, you may submit a **first party attestation**. A first party attestation is a letter that you write that contains this same information.

Double check to be sure your supporting documents are:

- ✓ **Specific.** Your documents must show your name, specific dates, locations where you were, and details of why you were there (such as living in an apartment at a specific address in the New York disaster area).
- ✓ **Clear.** We must be able to read your supporting documentation. Please type or use clear handwriting. Check that your fax and photocopies are easy to read.
- ✓ **Consistent.** Supporting documentation must match all of the specific details you listed in your application.
- ✓ **Current.** If the last name on your application does not match the last name supplied in your supporting documentation, you must submit a document to show your official name change.
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