



Proving you were at a 9/11 crash site or in the [VCF NYC Exposure Zone](#) is a requirement to be eligible for compensation. The VCF works with many employers, unions, and other entities to help claimants get the documents they need to prove where they were and when they were there. This chart summarizes the “proof of presence” documents you should submit based on your circumstances.

If your entity appears on this list with a specific document listed, you should not submit your claim until you have the specific document. It will speed the processing of your claim if you wait to submit it until you have the document. In addition, do **not** submit more than what is required based on your circumstances. Submitting additional documents that the VCF does not require will slow down the processing of your claim.

Note: The chart does not include all scenarios. Complete information about proving presence can be found in Section 1.6 of the [VCF Policies and Procedures](#).

Basis for Presence: Why you were There	Best Presence Evidence: What you should submit with your Claim	Helpful Information for Obtaining Documents
FDNY Uniformed Firefighters¹	Nothing! The VCF gets the information directly from FDNY.	
Arlington County Fire Department	Nothing! The VCF gets the information directly from the Arlington County Fire Department.	
City of Albany Fire Department	Nothing! The VCF already has the information from the Albany Fire Department.	
FBI	Presence Verification Letter	Contact the FBI call center at 202-324-3333 or email FBI911RespondersHelp@fbi.gov and request a “proof of presence” letter.
New York State Police	Presence Verification letter	Contact the NYSP Medical Monitoring Unit at 518-485-0544 or hresource@troopers.ny.gov and request a letter documenting dates and locations of deployment.
US Immigration and Customs Enforcement (ICE)	Presence Verification Letter	Contact the ICE 9/11 Program Benefits Office at ICE.9-11@ice.dhs.gov and request an ICE “proof of presence” letter.
Salvation Army	Call the VCF Helpline at 1-855-885-1555 and ask to have your Salvation Army badge number added to your claim.	You do not need to submit any proof of presence with your claim if you call the VCF and provide your badge number.
Consolidated Edison (ConEd)	Nothing! The VCF gets the information directly from ConEd.	
TWU Local 100	Union documents showing location and dates worked	Contact the Union at correspondence@twulocal100.org .
Local 78	Certified Local 78 Member Work History Form	

¹ This applies only to those FDNY personnel sent to the NYC Exposure Zone as part of their work as a uniformed firefighter. Those who were retired or volunteering while in the NYC Exposure Zone should review the information in Section 1.6 of the [VCF Policies and Procedures](#) to confirm which documents to submit with your claim.



Basis for Presence: <i>Why you were There</i>	Best Presence Evidence: <i>What you should submit with your Claim</i>	Helpful Information for Obtaining Documents
CWA Local 1101	Nothing! The VCF gets the information directly from Local 1101.	
CWA other than the Local 1101	WTC Recovery/Cleanup Effort Exposure Information Form	Contact Micki Siegel de Hernandez at 212-509-6994 and ask if you have a completed WTC Recovery/Cleanup Effort Exposure Information Form on file. If so, request a copy of the form and the accompanying signed statement.
Other Union	Certified work history showing dates and locations worked	
JP Morgan Chase	Work Location History Letter	Contact JP Morgan Chase at hrsd.employee.verifications@jpmchase.com with your full name and last four SSN digits. Instruct them to send the letter directly to VCF.Thirdpartyverification@usdoj.gov .
Bank of America (and its predecessors, including Merrill Lynch)	9/11 Work Location History Letter	Contact BOA Service Center at 1-800-556-6044 and request a “9/11 Work Location History” letter with work locations and dates from 9/11/01 - 5/30/02. Instruct them to send the letter directly to VCF.Thirdpartyverification@usdoj.gov .
Other Employer	VCF Third Party Verification Form completed by an authorized employer representative	Be sure your employer sends the completed form directly to VCF.Thirdpartyverification@usdoj.gov
Resident living in NYC Public Housing	Salary Declarations or Affidavits of Income for public housing dated between 9/11/2001 and 5/30/2002	
High School Student	Official Transcript	Contact info@stuyhealth.org if you have problems getting your records from any area high school.
Borough of Manhattan Community College (BMCC)	Student – Official Transcript Faculty and Staff – letter of employment	https://www.bmcc.cuny.edu/about-bmcc/9-11-and-bmcc/911-victims-information-resources/document-your-proof-of-presence/
College/University Student	Official Transcript	

NOTE re: Certified/Verified Documents: The VCF requires that unofficial school transcripts, school records, and union records be certified or verified when the records are not submitted directly to the VCF by the school or union. If an attorney is representing you for your VCF claim, we will accept a verification letter from the attorney attesting that the uploaded document is a true and unaltered copy of a document the attorney received directly from the school or union. These verification letters must include the following statements: (1) the document is a true, unaltered copy; and (2) the law office received the document directly from the school or union. The letter must be signed by an attorney – not a case manager, paralegal, or with a generic firm name – who is personally attesting that both of these statements are true. If the document was provided to the law firm by the claimant, the attorney should not verify the document, because it was not received directly from the source.