



**DEFINITIVE “PROOF OF PRESENCE” DOCUMENTS**

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](#).

<b>Basis for Presence: <i>Why you were There</i></b>	<b>Best Presence Evidence: <i>What you should submit with your Claim</i></b>	<b>Helpful Information for Obtaining Documents</b>
<b>FDNY Uniformed Firefighters<sup>1</sup></b>	<b>Nothing!</b> The VCF gets the information directly from FDNY.	
<b>Arlington County Fire Department</b>	<b>Nothing!</b> The VCF gets the information directly from the Arlington County Fire Department.	
<b>City of Albany Fire Department</b>	<b>Nothing!</b> The VCF already has the information from the Albany Fire Department.	
<b>New York City Department of Sanitation</b>	<b>Nothing!</b> The VCF gets the information directly from the Department of Sanitation.	
<b>FBI</b>	Presence Verification Letter	Contact the FBI call center at <b>202-324-3333</b> or email <a href="mailto:FBI911RespondersHelp@fbi.gov">FBI911RespondersHelp@fbi.gov</a> and request a “proof of presence” letter.
<b>New York State Police</b>	Presence Verification letter	Contact the NYSP Medical Monitoring Unit at <b>518-485-0544</b> or <a href="mailto:hresource@troopers.ny.gov">hresource@troopers.ny.gov</a> and request a letter documenting dates and locations of deployment.
<b>US Immigration and Customs Enforcement (ICE)</b>	Presence Verification Letter	Contact the ICE 9/11 Program Benefits Office at <a href="mailto:ICE.9-11@ice.dhs.gov">ICE.9-11@ice.dhs.gov</a> and request an ICE “proof of presence” letter.
<b>Consolidated Edison (ConEd)</b>	<b>Nothing!</b> The VCF gets the information directly from ConEd.	
<b>TWU Local 100</b>	Union documents showing location and dates worked.	Provide your New York City Transit Authority employee identification number to the VCF. We will compare this number to records we have received from TWU Local 100 to confirm that you were present in the NYC Exposure Zone.

<sup>1</sup> 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.



**DEFINITIVE “PROOF OF PRESENCE” DOCUMENTS**

<b>Basis for Presence: <i>Why you were There</i></b>	<b>Best Presence Evidence: <i>What you should submit with your Claim</i></b>	<b>Helpful Information for Obtaining Documents</b>
<b>Local 78</b>	Certified Local 78 Member Work History Form	
<b>CWA Local 1101</b>	<b>Nothing!</b> The VCF gets the information directly from Local 1101.	
<b>CWA other than the Local 1101</b>	WTC Recovery/Cleanup Effort Exposure Information Form	Contact Micki Siegel de Hernandez at <b>212-509-6994</b> 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.
<b>Other Union</b>	Certified work history showing dates and locations worked	
<b>JP Morgan Chase</b>	Work Location History Letter	Contact JP Morgan Chase at <a href="mailto:hrsd.employee.verifications@jpmchase.com">hrsd.employee.verifications@jpmchase.com</a> with your full name and last four SSN digits. Instruct them to send the letter directly to <a href="mailto:VCF.Thirdpartyverification@usdoj.gov">VCF.Thirdpartyverification@usdoj.gov</a> .
<b>Bank of America (and its predecessors, including Merrill Lynch)</b>	9/11 Work Location History Letter	Contact BOA Service Center at <b>1-800-556-6044</b> 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 <a href="mailto:VCF.Thirdpartyverification@usdoj.gov">VCF.Thirdpartyverification@usdoj.gov</a> .
<b>Other Employer</b>	VCF <a href="#">Third Party Verification Form</a> completed by an authorized employer representative	Be sure your employer sends the completed form directly to <a href="mailto:VCF.Thirdpartyverification@usdoj.gov">VCF.Thirdpartyverification@usdoj.gov</a>
<b>Resident living in NYC Public Housing</b>	Salary Declarations or Affidavits of Income for public housing dated between 9/11/2001 and 5/30/2002	
<b>High School Student</b>	Official Transcript	Contact <a href="mailto:info@stuyhealth.org">info@stuyhealth.org</a> if you have problems getting your records from any area high school.
<b>Borough of Manhattan Community College (BMCC)</b>	<b>Student</b> – Official Transcript <b>Faculty and Staff</b> – letter of employment	<a href="https://www.bmcc.cuny.edu/about-bmcc/9-11-and-bmcc/911-victims-information-resources/document-your-proof-of-presence/">https://www.bmcc.cuny.edu/about-bmcc/9-11-and-bmcc/911-victims-information-resources/document-your-proof-of-presence/</a>
<b>College/University Student</b>	Official Transcript	



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
<b>Volunteers Who Signed in at Trinity Church</b>	The VCF has records of volunteers who signed in at Trinity Church, located at Broadway & Wall Street. If you remember signing in as a volunteer at Trinity Church, you should submit a written statement with your claim with the following information: (1) note specifically that you signed in at Trinity Church while volunteering; (2) list the specific date(s) you recall signing in; and (3) provide the name of the group you volunteered with (if applicable) or a description of the type of work you were doing as a volunteer.	
<b>Salvation Army</b>	<b>Nothing!</b> The VCF gets the information directly from the Salvation Army.	
<b>New York State Department of Environmental Conservation</b>	VCF <a href="#">Third Party Verification Form</a> completed by an authorized employer representative	You should contact human resources by email at <a href="mailto:Personnel@dec.ny.gov">Personnel@dec.ny.gov</a> or call 518-402-9273 and request that they directly send the VCF an employer verification letter. In the body of the email, please include the following: your first name, last name, last four digits of your social security number, your location between September 11, 2001, and May 30, 2002, permission to disclose the information to the VCF, and the VCF’s official email address, <a href="mailto:VCF.Thirdpartyverification@usdoj.gov">VCF.Thirdpartyverification@usdoj.gov</a> , which is where human resources can directly send their response.
<b>Port Authority of New York and New Jersey (Port Authority)</b>	<b>Nothing!</b> The VCF gets the information directly from the Port Authority.	

**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.