

From: [Communications, VCF \(CIV\)](#)
To: [Communications, VCF \(CIV\)](#)
Subject: Witness Presence Statement Note & Verizon Presence Update
Date: Friday, February 20, 2026 2:42:20 PM

This email is sent from an unattended mailbox.

Good afternoon,

The following updates were made to the VCF website:

- The VCF has updated Policies and Procedures [Section 1.9](#) with information regarding the submission of [Witness Presence Statements](#). Please see note below.

**** Note: Claimants Must Seek Presence Information from a Listed Employer, Entity or Union Before the VCF will Consider Witness Presence Statements ****

The VCF considers business records, including presence verifications from employers and work history reports from unions to be “best evidence”. As such, if the claimant was employed by an employer or entity listed on the “[Presence Information for Specific Employers or Entities](#)” data table, the claimant must demonstrate that he/she sought to obtain presence information from the listed employer, entity, or union *before* the VCF will rely on Witness Presence Statements as proof of presence. This guidance applies to union members as well since unions are broadly included in the Specific Employers and Entities list. Specifically, if the claimant was present within the Exposure Zone performing work as a union member, the claimant should try contacting his/her union to determine what useful records, if any, may be available before asking the VCF to rely solely on Witness Presence Statements as proof of presence. Some unions require certain protocols, so it is important to consult the “Presence Information for Specific Employers or Entities” data table for more information on how to request presence information.

If efforts to obtain information from the employer/entity/union are unsuccessful, the claimant and/or claimant’s legal representative must upload a letter (signed under penalty of perjury) explaining the efforts taken to contact the employer/entity/union and describing the outcome. In the alternative, the claimant and/or legal representative may upload documents showing the efforts made and any responses received from the employer/entity/union in response to outreach; for example, email exchanges between the legal representative and the employer may suffice.

After receiving proof that a good faith effort was made to obtain presence documents from the claimant’s employer/entity/union first, the VCF will consider other acceptable evidence, including Witness Presence Statements.

- Updated information for Verizon was added to the [Interactive Presence Guide](#) and Policies and Procedures [Section 1.9](#). The information is also provided below.

Email a blank copy of the VCF’s [Third Party Verification](#) (TPV) form to Verizon at hr-verify-records@verizon.com, and request completion of the TPV form to include your specific work

locations between September 11, 2001, and May 30, 2002. Please request Verizon to then send the TPV form directly to the VCF at VCF.Thirdpartyverification@usdoj.gov. You must provide this email address and specifically ask them to email the completed TPV form to the VCF.

Thank you.

September 11th Victim Compensation Fund

U.S. Department of Justice

VCF Helpline: 1-855-885-1555

Website: www.vcf.gov

Information for Law Firms: www.vcf.gov/lawfirms

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