



Oregon

Tina Kotek, Governor



Workers'
Compensation
Division

Department of Consumer
and Business Services

Industry Notice

August 8, 2025

To: Workers' compensation insurers, self-insured employers, and service companies

Subject: Form 3088, Request for Workers' Compensation Claim Records, can be submitted through WCD's portal

This notice informs insurers, self-insured employers, and service companies that [Form 3088](#), Request for Workers' Compensation Claim Records, may now be submitted through the Workers' Compensation Division's (WCD) portal. This only applies to entities that have an account to access the portal.

Workers' compensation claim records are exempt from public disclosure, except as listed in Oregon Revised Statute 192.355(20) and Oregon Administrative Rule 436-001-0700. If an exception applies, [Form 3088](#) may be used to request claim records.

Submitting Form 3088 electronically

WCD now offers insurers, self-insured employers, and service companies the ability to submit Form 3088 electronically through the Electronic Document Upload Application, also known as WCD's portal.

Note: At this time, only insurers, self-insured employers, and service companies will have the ability to submit Form 3088 through the portal. Others, such as workers, attorneys, and governmental agencies, should continue to submit Form 3088 by fax, mail, or in person as specified on the form.

Public records requests and subpoenas for claim information may not be submitted through the portal.

Need access to the portal?

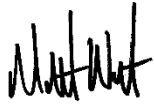
Access requires a username and password. Each application has an assigned administrator who can manage the user's information and access rights. If you need access, please contact your company's application administrator. If the administrator is unknown, contact WCD at 503-947-7565.

Document upload instructions

To access the portal, go to WCD's website at <https://wcd.oregon.gov/Pages/index.aspx> and click "Portal" at the top of the page. Log in with user ID and password. Then select "Upload PDF Document." Select document type CLAIM RECORDS REQUEST and enter any other helpful information. Upload completed Form 3088 as a PDF document and click save.

For questions about requesting claim record information, contact Records Center Team Leader Charles Hajduk at charles.g.hajduk@dcbs.oregon.gov or 503-947-7792.

Sincerely,



Matt West, Administrator
Workers' Compensation Division

Distribution: Gov Delivery listserv (Insurers, self-insured employers, and service companies)