



Commissioner of the Revenue

CITY OF NEWPORT NEWS

Virginia Workers' Compensation Acknowledgment of Compliance

Effective in 2017, the Virginia Workers' Compensation Commission has changed procedures for contractors certifying compliance with the Codes of Virginia §58.1-3714 and §65.2 Chapter 8 which is necessary prior to obtaining a local business license.

The Virginia Workers' Compensation Commission will issue a compliance acknowledgement number that must be provided to the business licensing authority when applying for or renewing a local business license. To obtain a Workers' Compensation compliance acknowledgment number you may apply for the number at <https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A> and follow these easy steps:

- Complete the on line *Contractor's Certificate of Workers' Compensation Insurance Form 61A*
- Submit the form on-line, print, save, or download the acknowledgement of compliance
- **Provide a copy of the acknowledgement to the Newport News Commissioner of the Revenue when applying for or renewing the business license**

The Virginia Workers' Compensation Commission will continue to accept paper filings which will be handled manually and the acknowledgement will be returned to you by mail. If you have questions regarding this change in procedure or the requirements of the commission, you may contact the Virginia Workers' Compensation Commission Insurance Department at vwcinsurance@workcomp.virginia.gov (804) 205-3586.