



Business Services Division
Tre Hargett, Secretary of State
 State of Tennessee

INSTRUCTIONS

**WORKERS' COMPENSATION EXEMPTION REGISTRATION REQUEST FOR COPY OF
 REGISTRATION NOTICE (ss-4525)**

SUBMISSION OPTIONS

Forms may be filed using one of the following methods:

- **E-file:** Go to <http://TNBEAR.TN.gov/WC/ExemptionRegInstr.aspx>. Use the online tool to complete the form and pay the filing fee by credit card or debit card. When paying by credit card or debit card, there is a convenience fee that covers the credit card fees and transaction costs incurred by the Business Services Division when accepting online payments. Customers who do not wish to pay the convenience fee to file online may choose the "Print and Mail" option at no additional cost.
- **Print and Mail:** Go to <http://TNBEAR.TN.gov/WC.ExemptionRegInstr.aspx>. Use the online tool to complete the application. Print and mail the application along with the required filing fee to the Secretary of State's office, Workers' Compensation Exemption Registry at 6th FL – Snodgrass Tower, 312 Rosa L. Parks AVE, Nashville, TN 37243.
- **Paper submission:** A blank application may be obtained by going to <http://TNBEAR.TN.gov/WC>, by e-mailing the Secretary of State at WorkersComp.ExemptionRegistry@tn.gov, or by calling (615) 741-0526. The application is hand printed in ink or computer generated and mailed along with the requiring filing fee to the Secretary of State's office, Workers' Compensation Exemption Registry at 6th FL – Snodgrass Tower, 312 Rosa L. Parks AVE, Nashville, TN 37243.
- **Walk-in:** A blank application may be obtained in person at the Secretary of State Business Services Division located at 6th FL – Snodgrass Tower, 312 Rosa L. Parks AVE, Nashville, TN 37243.

Forms must be accurately completed in their entirety. Forms that are inaccurate or incomplete will be rejected.

APPLICANT INFORMATION

- **Registration Control Number:** Enter the registration control number of the applicant. The registration control number is a unique number assigned to the applicant by the Secretary of State upon initial application and registration on the Workers' Compensation Exemption Registry. You can look up your registration control number at <http://TNBEAR.TN.gov/WC/WCFillingSearch.aspx>.
- The applicant should be the officer, member, partner, or sole proprietor who is engaged in the construction industry and is currently listed on the Workers' Compensation Exemption Registry.
- **First, MI, Last:** Enter the full legal name of the applicant (first name, middle initial, last name).

- Date of Birth: Enter the applicant's date of birth (two digit month, two digit day, four digit year).
- Last 4 digits of SSN: Enter the last four digits of the applicant's Social Security Number. **If a complete Social Security Number is entered, the application will be rejected.**

NAME AND MAILING ADDRESS OF PERSON TO RECEIVE THIS REQUEST

- If the person requesting a copy of the registration notice is the applicant currently listed on the Workers' Compensation Exemption Registry, check the first box.
- If the person requesting a copy of the registration notice is a party other than the applicant currently listed on the Workers' Compensation Exemption Registry, check the second box.
- Enter the name of the person requesting a copy of the registration notice for the listed applicant and the mailing address. Include the street address and/or post office box, city, two letter state abbreviation, and five digit zip code. You may list the zip + 4 zip code if you know it.
- Enter a telephone number (including three digit area code) through which the person requesting a copy of the registration notice can be reached.
- Enter an e-mail address through which the person requesting a copy of the registration notice can be reached.
- If the service of an "overnight" courier is to be utilized for delivery, include a completed airbill with this form. The airbill must include the account number to which the charges for services should be made. **Failure to include a completed airbill will result in the copy being mailed by first class mail through the United States Postal Service.**

COPIES REQUESTED

- Enter the total number of copies requested. If only one copy is requested, enter the number one (1) in the space provided.

PROCESSING FEE

- There is a \$20.00 processing fee **per copy** requested. Make check, cashier's check, or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. Credit cards or debit cards are accepted for e-file filings.
- The Secretary of State cannot accept requests for copies made by telephone, e-mail, or fax.
- **Forms submitted without the proper filing fee will be rejected.**

**WORKERS' COMPENSATION EXEMPTION REGISTRATION
REQUEST FOR COPY OF REGISTRATION NOTICE (ss-4525)**



Business Services Division
Tre Hargett, Secretary of State
State of Tennessee
312 Rosa L. Parks Ave., 6th Fl.
Nashville, TN 37243
(615) 741-0526

Filing Fee \$20.00 per copy

For Office Use Only

APPLICANT INFORMATION

Registration Control #: _____

First: _____ MI: _____ Last: _____

Date of Birth: ____ / ____ / ____ Last 4 digits of SSN: _x_ _x_ _x_ . _x_ _x_ . _____
Month Day Year

NAME AND MAILING ADDRESS OF PERSON TO RECEIVE THIS REQUEST

(CHECK ONE)

Send to registrant at the mailing address on file.

Send to the person listed below.

Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone: (____) ____ - ____ Email: _____

Note: If the service of an "overnight" courier is to be utilized, a completed airbill (including the account number to which the charges for services should be made) must accompany this request.

COPIES REQUEST

Please provide a copy of the exemption registration notice for the applicant listed.

Please indicate the total number of copies being requested: _____

PROCESSING FEE

This request must be accompanied by the statutory processing fee of \$20.00 per copy. No credit will be extended. Make checks payable to: **Tennessee Secretary of State**. Requests can not be taken by telephone, email, or fax.