

## Instructions for Filling Out the Workers' Compensation First Report of Injury or Illness (IC1A-1)

- 1) The form should be filled out by the employer or a representative; however, the injured employee may fill out the form if necessary.
- 2) Fill out non-shaded areas as completely as possible.
- 3) Distribute copies of the completed form as follows:
  - The original to:  
Idaho Industrial Commission  
PO Box 83720  
Boise, ID 83720-0041  
(If the form is completed by the injured employee, an additional copy should be sent to the Idaho Industrial Commission. The Idaho Industrial Commission will then send a copy to the adjuster.) **The PDF can be emailed to the Commission; however, you must fill out the form, save it under a different name, and then send as an email attachment to [froi@iic.idaho.gov](mailto:froi@iic.idaho.gov).**
  - One copy to the employer's workers' compensation insurer or adjuster.
  - One copy retained for the employer's files.
- 4) The Idaho Industrial Commission will be happy to answer your questions or provide you with helpful brochures on Facts for Injured Workers and Guides for Employers. To obtain this service, please contact the Idaho Industrial Commission at (208) 334-6000; or you may access many of these brochures on these web pages.