

NFL

CONCUSSION SETTLEMENT

*IN RE: NATIONAL FOOTBALL LEAGUE PLAYERS' CONCUSSION INJURY LITIGATION
No. 2:12-md-02323 (E.D. Pa.)*

**INSTRUCTIONS FOR
COMPLETING THE
REGISTRATION FORM FOR THE
NFL CONCUSSION SETTLEMENT
PROGRAM**

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1. HOW TO FILL OUT THE REGISTRATION FORM

These instructions will take you step-by-step through the hard copy Registration Form. Type all responses or print clearly in blue or black ink. It may be easier to complete this Registration Form online, which you can do by: (1) visiting the NFL Concussion Settlement website at www.NFLConcussionSettlement.com; (2) clicking the **Register Now** button on the home page; and (3) following the instructions provided.

TYPE OF SETTLEMENT CLASS MEMBER

You must check the box that best describes your reason for registering with the NFL Concussion Settlement Program.

If you are a Retired NFL Football Player, check “Retired NFL Football Player.”

If you are the Representative Claimant of a deceased or legally incapacitated or incompetent Retired NFL Football Player, check “Representative Claimant.”

If you are the Derivative Claimant of a Retired NFL Football Player, check “Derivative Claimant.”

SECTION I. IDENTITY OF RETIRED NFL FOOTBALL PLAYER

Everyone must enter the Retired NFL Football Player’s information in Section I of the Registration Form. If you are a Retired NFL Football Player, you also must complete Section II. If you are a Representative Claimant, you must provide your personal information in Section III. If you are a Derivative Claimant, you must provide your personal information in Section IV.

	Name of Field	Instruction
1.	Name of Retired Player	Enter the first name, middle initial, last name and suffix (if applicable) of the Retired NFL Football Player.
2.	Retired Player’s Social Security Number, Taxpayer ID or Foreign ID Number (if not a U.S. Citizen)	Enter the Retired NFL Football Player’s Social Security Number or Taxpayer ID. The Settlement Agreement requires the full Social Security Number or Taxpayer ID to register. It will be kept confidential. If the Retired NFL Football Player is not a U.S. Citizen, enter in the second field your Foreign ID Number.
3.	Retired Player’s Date of Birth	Enter the Retired NFL Football Player’s date of birth in this format: MM/DD/YYYY.
4.	Retired Player’s Professional Football Employment History (if known)	Provide the Retired NFL Football Player’s team(s) and year(s) of employment by entering: (a) the NFL Member Club or World League of American Football/NFL Europe League/NFL Europa League team in the Team column; (b) the first year the Retired NFL Football Player was employed with that team in the From column; and (c) the last year he was employed with that team in the To column. Enter only the year and not the specific months or dates. If there are more than six teams, copy page 3 and attach it to the completed Registration Form.

SECTION II. FOR RETIRED NFL FOOTBALL PLAYER CLAIMANTS ONLY

	Name of Field	Instruction
5.	Settlement Program ID (if known, and optional)	Enter your nine-digit Class Notice ID. Your Class Notice ID was on the Settlement Class Notice and Supplemental Class Notice mailed to you. This number will become your Settlement Program ID for use throughout the Settlement Program. If you did not receive those Notices or no longer remember your Class Notice ID, leave this blank

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		and we will assign you a Settlement Program ID.
6.	Your Mailing Address	Enter your mailing address as follows: (a) street address or P.O. box number in “Address 1”; (b) unit, suite, or apartment number in “Address 2”; (c) city; (d) state or province (if you reside in a foreign country); (e) zip or postal code; and (f) country.
7.	Your Telephone Number	Enter the area code and telephone number of the best number at which to reach you.
8.	Your Email Address	Enter your email address. If you do not have an email address, leave this blank.
9.	Preferred Method for Us to Communicate With You	Select how you would like us to communicate with you.

SECTION III. FOR REPRESENTATIVE CLAIMANTS ONLY

	Name of Field	Instruction
10.	Settlement Program ID (if known, and optional)	Enter your nine-digit Class Notice ID. Your Class Notice ID was on the Settlement Class Notice and Supplemental Class Notice mailed to you. This number will become your Settlement Program ID for use throughout the Settlement Program. If you did not receive those Notices or no longer remember your Class Notice ID, leave this blank and we will assign you a Settlement Program ID.
11.	Your Name	Enter your first name, middle initial, last name and suffix (if applicable).
12.	Your Mailing Address	Enter your mailing address as follows: (a) street address or P.O. box number in “Address 1”; (b) unit, suite, or apartment number in “Address 2”; (c) city; (d) state or province (if you reside in a foreign country); (e) zip or postal code; and (f) country.
13.	Your Telephone Number	Enter the area code and telephone number of the best number at which to reach you.
14.	Your Email Address	Enter your email address. If you do not have an email address, leave this blank.
15.	Preferred Method for Us to Communicate With You	Select how you would like us to communicate with you.
16.	Is the Retired NFL Football Player for whom you are acting deceased or legally incapacitated or incompetent?	<p>If you are a Representative Claimant of a deceased Retired NFL Football Player, check “Deceased.”</p> <p>If you are a Representative Claimant of a legally incapacitated or incompetent Retired NFL Football Player, check “Legally Incapacitated or Incompetent.”</p>
17.	Date of Death (if applicable)	If the Player is deceased, enter his date of death in this format: MM/DD/YYYY.
18.	Retired NFL Football Player’s Last Known State of Residence	Enter the Player’s last known state or country (if he resides, or resided, in a foreign country).

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Note to Representative Claimants: To register as a Representative Claimant, you also must submit a copy of the court order or other document issued by an official of competent jurisdiction that gives you legal authority to act on behalf of that deceased or legally incapacitated or incompetent Retired NFL Football Player. If you have not been ordered by a court or other official of competent jurisdiction to be the authorized representative of the deceased or legally incapacitated or incompetent Player before the Registration deadline, you may request an extension of the deadline to submit your Registration Form by: (1) using your secure online portal; or (2) writing to the NFL Concussion Settlement Claims Administrator, P.O. Box 25369, Richmond, VA 23260.

SECTION IV. FOR DERIVATIVE CLAIMANTS ONLY

	Name of Field	Instruction
19.	Settlement Program ID (if known, and optional)	Enter your nine-digit Class Notice ID. Your Class Notice ID was on the Settlement Class Notice and Supplemental Class Notice mailed to you. This number will become your Settlement Program ID for use throughout the Settlement Program. If you did not receive those Notices or no longer remember your Class Notice ID, leave this blank and we will assign you a Settlement Program ID.
20.	Your Name	Enter your first name, middle initial, last name and suffix (if applicable).
21.	Your Mailing Address	Enter your mailing address as follows: (a) street address or P.O. box number in "Address 1"; (b) unit, suite, or apartment number in "Address 2"; (c) city; (d) state or province (if you reside in a foreign country); (e) zip or postal code; and (f) country.
22.	Your Telephone Number	Enter the area code and telephone number of the best number at which to reach you.
23.	Your Email Address	Enter your email address. If you do not have an email address, leave this blank.
24.	Preferred Method for Us to Communicate With You	Select how you would like us to communicate with you.
25.	What is your relationship to the Retired NFL Football Player?	If you are a Derivative Claimant, enter the relationship you have with the Retired NFL Football Player that gives you the right under applicable state law to sue independently or derivatively.

SECTION V. ATTORNEY INFORMATION

If an attorney represents you in the NFL Concussion Settlement, enter that attorney's information in Section III. We will direct all future communications to your attorney.

	Name of Field	Instruction
26.	Attorney Name	Enter the attorney's first name, middle initial, last name and suffix (if applicable).
27.	Law Firm Name	Enter the name of the attorney's law firm.
28.	Attorney Mailing Address	Enter the attorney's mailing address as follows: (a) street address or P.O. box number in "Address 1"; (b) unit, suite, or office number in "Address 2"; (c) city; (d) state or province (if the attorney is located in a foreign country); (e) zip or postal code; and (f) country.

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29.	Attorney Telephone	Enter the attorney's area code and telephone number.
30.	Attorney Fax	Enter the attorney's fax number, including area code.
31.	Attorney Email Address	Enter the attorney's email address.

SECTION VI. SIGNATURE

You must sign the Registration Form.

	Name of Field	Instruction
32.	Signature	Sign your full name. If you are represented by an attorney, the attorney may sign the Registration Form on your behalf.
33.	Date	Enter the signature date in this format: MM/DD/YYYY.
34.	Printed Name	Print or type your first name, middle initial, last name and suffix (if applicable).

2. HOW TO SUBMIT THE REGISTRATION FORM

Submit the Registration Form using one of these methods. **Do not return this instruction booklet with the Registration Form.**

In PDF by Email: (must be sent on or before August 7, 2017)	ClaimsAdministrator@NFLConcussionSettlement.com
By Mail: (must be postmarked on or before August 7, 2017)	NFL Concussion Settlement Claims Administrator P.O. Box 25369 Richmond, VA 23260
By Delivery: (must be placed with the carrier on or before August 7, 2017)	NFL Concussion Settlement c/o BrownGreer PLC 250 Rocketts Way Richmond, VA 23231

3. HOW TO ASK QUESTIONS ABOUT THIS REGISTRATION FORM

If you have any questions about the Registration Form or need help, contact us in any of these ways:

U.S. Mail	NFL Concussion Settlement Claims Administrator P.O. Box 25369 Richmond, VA 23260
Email	ClaimsAdministrator@NFLConcussionSettlement.com
Toll-Free Telephone Number	1-855-887-3485
Law Firm Contacts	If you are an attorney, call or email your law firm contact directly.

4. GENERAL INFORMATION

1.	Do I have to register?	<p>Yes. You must register if you wish to participate in the NFL Concussion Settlement and pursue any available benefits as a Settlement Class Member. Settlement Class Members include Retired NFL Football Players who retired before July 7, 2014, Representative Claimants authorized to act on a Retired NFL Football Player's behalf, and Derivative Claimants of Retired NFL Football Players.</p> <p>If any of the following statements apply to you, you are not a Settlement Class Member and you should not register:</p> <p>(1) You elected to Opt Out of or exclude yourself from the Settlement Class on or before October 14, 2014, and have not revoked your Opt Out request;</p> <p>(2) You did not retire from NFL Football before July 7, 2014; or</p> <p>(3) You were under contract with a Member Club on or after July 7, 2014.</p>
2.	What is the deadline to register?	<p>The deadline to register is August 7, 2017. If you choose to send this hard copy Registration Form by U.S. Mail, the envelope must be postmarked on or before August 7, 2017. If you choose to email this Registration Form to the Claims Administrator, or if you choose to register using the secure online portal, you must do so on or before 11:59 p.m. ET on August 7, 2017.</p> <p>If you do not register by August 7, 2017, and you do not receive a good cause deadline extension, you will not be able to participate in the Settlement Program.</p>
3.	Do I need an attorney to register?	<p>No, but if you already have an attorney, you should consult with him or her about your responses to, and the requirements of, this Registration Form.</p>
4.	Am I required to submit additional documentation with this Registration Form?	<p>Not unless you are a Representative Claimant of a deceased or legally incapacitated or incompetent Retired NFL Football Player. If you are a Representative Claimant, you must submit a copy of the court order or other document issued by an official of competent jurisdiction authorizing you to act on behalf of the deceased or incapacitated or incompetent Retired NFL Football Player. If you have not yet been ordered by a court or other official of competent jurisdiction to be the authorized representative of the subject deceased or legally incapacitated or incompetent Retired NFL Football Player before the Registration deadline, you may request an extension of the deadline to submit your Registration by: (1) using your secure online portal; or (2) writing to the NFL Concussion Settlement Claims Administrator, P.O. Box 25369, Richmond, VA 23260.</p>
5.	What do I need to do if a Retired NFL Football Player dies or becomes legally incapacitated or incompetent after registering?	<p>If a Retired NFL Football Player dies or becomes legally incapacitated or incompetent after he has registered, his Representative Claimant must inform us of the change and must register promptly as his representative to pursue any Monetary Award or Supplemental Monetary Award in the Program.</p>

5. USEFUL SETTLEMENT AGREEMENT DEFINITIONS

1.	Active List means the list of all players physically present, eligible and under contract to play for a Member Club on a particular game day within any applicable roster or squad limits set forth in the applicable NFL or American Football League Constitution and Bylaws.
2.	Your Class Notice ID is a nine-digit number that was printed at the top of the Settlement Class Notice and Supplemental Class Notice you may have received in the mail.
3.	Derivative Claimants mean spouses, parents, children who are dependents, or any other persons who properly under applicable state law assert the right to sue independently or derivatively by reason of their relationship with a Retired NFL Football Player or deceased Retired NFL Football Player.
4.	The Effective Date of the Settlement Agreement was January 7, 2017 .
5.	An Eligible Season means a season in which a Retired NFL Football Player or deceased Retired NFL Football Player was: (i) on a Member Club's Active List on the date of three or more regular or postseason games; or (ii) on a Member Club's Active List on the date of one or more regular or postseason games, and then spent at least two regular or postseason games on a Member Club's injured reserve list or inactive list due to a concussion or head injury.
6.	The Final Approval Date was April 22, 2015, when the District Court entered a Final Order and Judgment approving the Settlement Agreement.
7.	Inactive List refers to the list of players under contract with an NFL Football Member Club or team who are declared inactive for a particular game day.
8.	Injured Reserve List refers to the list of players under contract with an NFL Football Member Club or team with NFL Football-related injuries that render them ineligible to practice or play football.
9.	Member Club means any past or present member club of the NFL or any past member club of the American Football League.
10.	NFL Football means the sport of professional football as played in the NFL, the American Football League, the World League of American Football, the NFL Europe League, and the NFL Europa League. NFL Football excludes football played by all other past, present, or future professional football leagues, including, without limitation, the All-American Football Conference.
11.	Opt Out (verb) means the process by which any Retired NFL Football Player, Representative Claimant, or Derivative Claimant otherwise included in the Settlement Class exercised the right to exclude himself or herself from the Settlement Class in accordance with Fed. R. Civ. P. 23(c)(2). The deadline to Opt Out of the Settlement Class was October 14, 2014.
12.	Opt Outs (noun) are those Retired NFL Football Players, Representative Claimants, and Derivative Claimants who would otherwise have been included in the Settlement Class and who have timely and properly exercised their rights to Opt Out and therefore, after the Final Approval Date, are not Settlement Class Members.
13.	Practice Squad, Developmental Squad or Taxi Squad refer to a group of players engaged by an NFL Football Member Club or team to practice with the Member Club or team.
14.	The Preliminary Approval Date was July 7, 2014, when the District Court entered its Preliminary Approval and Class Certification Order.
15.	Representative Claimants mean authorized representatives, ordered by a court or other official of competent jurisdiction under applicable state law, of deceased or legally incapacitated or incompetent Retired NFL Football Players.

5. USEFUL SETTLEMENT AGREEMENT DEFINITIONS

16. **Retired NFL Football Players** mean all living NFL Football Players who, prior to the date of the Preliminary Approval and Class Certification Order, retired, formally or informally, from playing professional football with the NFL or any Member Club, including American Football League, World League of American Football, NFL Europe League and NFL Europa League players, or were formerly on any roster, including preseason, regular season, or postseason, of any such Member Club or league and who no longer are under contract to a Member Club and are not seeking active employment as players with any Member Club, whether signed to a roster or signed to any practice squad, developmental squad, or taxi squad of a Member Club.