



## Employment Verification Request Form

The University of Central Florida Human Resources uses The Work Number<sup>®</sup> to provide employment verifications for current employees and former employees who terminated on or after 2009. Please contact The Work Number<sup>®</sup> at [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690 to obtain employment verification. For more information regarding The Work Number<sup>®</sup>, please see [www.hr.ucf.edu/current-employees/employee-services-information/verification-of-employment/](http://www.hr.ucf.edu/current-employees/employee-services-information/verification-of-employment/)

Please complete this form **only** if you need a letter for immigration purposes or you were terminated from UCF prior to 2009.

To expedite the employment verification process, please complete the following information.

Requests may be **mailed** to:

HR-Employment Services & Records  
3280 Progress Drive, Suite 100  
Orlando, FL 32826-3229

Requests may be **faxed** to:

407-823-3507  
Attn: Employment Services & Records

Employee's Name: \_\_\_\_\_

EmplID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

Please **check** the appropriate box(s) below:

Dates of Employment

Current UCF Employee

Title

Former UCF Employee

Annual Salary

International Employee

Additional Comments: \_\_\_\_\_

Employee/Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

This request will be available for pick-up at the Human Resources lobby within **three to five business days** from the date it is received. **A photo ID is required for pick-up.**

**Requests not claimed within 14 days of request will be discarded and must be reordered.**

If you have any questions regarding your request for verification of employment, please contact Human Resources at 407-823-2771 or via email at [records@ucf.edu](mailto:records@ucf.edu).