



Employment Verification Request Form

Information

The University of Central Florida uses the company, **Experian Employer Services**, for employment, income, and social service verifications.

Commercial Requestors

Visit www.experianverify.com and submit your request online. The employer is: University of Central Florida. **There is no company code.**

Government or Social Service Agencies

Submit your request online free of charge at www.experianverify.com or via email to verify@experian.com or by fax 404-829-1336

Employment Verification Letters

If you are a **current employee or a former employee** who separated from the UCF in **2024 or later** and need an employment verification letter, you can obtain your letter directly through **Experian Employer Services** at www.experianverify.com. Please refer to the [instructions](#).

Other Requests

Current Employees/Internal Requesters: In Workday, select the "Help" icon, **create a case**, Select Case Type of **HR Records Request**, and attach this completed form.

Former Employees (separated from UCF prior to 2024): To facilitate the request, complete this form and submit to knextverify@ucf.edu or fax to 407-882-9047.

Complete Following Information

Employee Name _____ Emplid _____

Department Name _____ Phone Number _____

Please check the appropriate boxes (below)

☐

Dates of Employment

☐

Title

☐

Annual Salary

☐

Current Employee

☐

Former Employee

☐

International Employee

Additional Comments

Employee/Requestor's Signature _____ Date: _____