



Employment Verification Request Form

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

- | | |
|--|---|
| <input type="checkbox"/> Dates of Employment | <input type="checkbox"/> Current UCF Employee |
| <input type="checkbox"/> Title | <input type="checkbox"/> Former UCF Employee |
| <input type="checkbox"/> Annual Salary | <input type="checkbox"/> 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.