



**REQUEST FOR VERIFICATION OF EMPLOYMENT LETTER**

Current Employee                       Former Employee

**Method of Delivery - Check Only One:**

Pickup verification at ISC – Photo ID required

Email to \_\_\_\_\_

Fax to # \_\_\_\_\_ Attn: \_\_\_\_\_

Mail to address (cannot be sent to campus address)

Company Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Recipient Address: \_\_\_\_\_

Recipient Phone Number: \_\_\_\_\_

**Employee Information**

I hereby authorize the UW Integrated Service Center to release my most recent:

**Select all that apply**

- Job Title
- Dates of Employment
- Salary
- Full/Part-time Status
- Temporary/Permanent Status

I release the University of Washington from all liability for issuing the requested information.

\_\_\_\_\_  
Print or type employee name

XXX – XX – \_\_\_\_\_  
Last four digits of SSN or Full Employee ID

\_\_\_\_\_  
Signature (cannot be electronic or typed)

\_\_\_\_\_  
Date

See reverse side for Special Requests

## Special Requests for Employment Verification

Use this section only when requesting verification information beyond what's included in a Formal Letter. Please note that we are not able to accommodate all special requests. If you are requesting employment verification for years prior to 1990, please use this section to tell us the exact year(s) that you separated from the UW (i.e. ended or left employment).

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Print or type employee name

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Signature (cannot be electronic or typed)

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Date