



**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

