



**EMPLOYEE VERIFICATION REQUEST FORM**

Your Name: \_\_\_\_\_

Where do you work (to be verified)?: \_\_\_\_\_

Your Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Your Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your Telephone/Cell # \_\_\_\_\_

Select type of Verification:  **Employment Only** (e.g., dates & position)  **Employment & Income** (may take longer to process)

Additional Information Needed: \_\_\_\_\_

For what purpose will the verification be used? \_\_\_\_\_

**PLEASE NOTE:** if a lender, pre-employment screening firm or prospective employer needs to verify your information, please direct them to **www.uconfirm.com** where they can secure this information. *Generally speaking, a third party verifier will not accept employment and/or income documentation provided to them directly by the employee.*

**Completed report can only be sent back to employee: (Please select only ONE below)**

Fax to # \_\_\_\_\_

Mail to Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF EMPLOYEE INFORMATION**

*I hereby authorize uConfirm to release information concerning my current or past employment, including employment dates, job title, pay rate and history. I release uConfirm and the employer from all liability for issuing the requested information.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*Please fax, send or email completed form along with a copy of your PHOTO ID (e.g. work or gov't issued) to:\***

**uConfirm  
P.O. Box 1971  
Woodstock, GA 30188  
Phone: 1.866.312.8266  
Fax: 1.770.456.5380  
[emp.request@uconfirm.com](mailto:emp.request@uconfirm.com)**