



445 W. Amelia Street · Orlando, Florida 32801 · (407) 317-3200 · [www.ocps.net](http://www.ocps.net)

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### *Employment Verification Request Form*

All employment verification requests must be made in writing - using the form above - to Human Resources and include your name, social security number, phone number or email address, dates of employment and directions for mailing, faxing or emailing the completed verification.

Please note that **stamped, self-addressed envelopes, or email addresses are required for each verification you request.** If a stamped, self-addressed envelope, or email address is not provided, your verification will be available for pick up at our Employment Services customer service area. You may send your request/envelope to the following address:

Orange County Public Schools  
Employment Verification  
Attn: Talent Acquisition and HR Compliance  
445 West Amelia St  
Orlando, FL 32801-1129  
Phone: 407-317-32000 ext. 2002110  
[hr.verifications@ocps.net](mailto:hr.verifications@ocps.net)

If you are requesting salary and earnings information (i.e. mortgage company or financial institution), your request should be faxed to the OCPS Payroll Department at 407-317-3200 ext. 2002484 or 2002483.

Verifications are processed in the order they are received and a minimum of ten business days should be allowed for completion of a verification. If records are required from the OCPS Records Department to prepare a verification additional time will be required to permit receipt of the necessary records to prepare an accurate verification.

Current or former employees please note: if your verification form requests information regarding the success of your teaching experience you may request copies of your assessments from your personnel file by contacting the OCPS Records Department at 407-317-3965 or email [records@ocps.net](mailto:records@ocps.net).

# Request for Employment Verification

**Complete information must be provided for your verification to be prepared.**

\_\_\_\_\_  
Current Date

\_\_\_\_\_  
\* E-mail Address

\_\_\_\_\_  
Last Name – Please Print

\_\_\_\_\_  
First Name – Please print

\_\_\_\_\_  
Other Last Names – Please Print

\_\_\_\_\_  
OCPS Personnel Number

\_\_\_\_\_  
Social Security Number (Required)

\_\_\_\_\_  
Phone Number (Required)

**Please answer the following questions:**

- Are you currently employed with OCPS? \_\_\_\_\_
- If you are a previous OCPS employee, you must provide the years(s) you were employed.

(Dates of employment): \_\_\_\_\_

Please provide the following information:

The original verification of employment will be **mailed directly** to:

Name of Recipient: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**\* A self-addressed and stamped envelope is required for verification to be mailed.**

The verification of employment will be **emailed directly** to:

\_\_\_\_\_

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

## **IMPORTANT INFORMATION:**

➤ We provide employment verifications only. For any income verification requests, please email your request to [payrollsvcs@ocps.net](mailto:payrollsvcs@ocps.net) or call 407-317-3200 ext. 2002484 or 2002483.

➤ Verifications are completed in the order in which they are received. Due to the high volume of verification requests, a minimum of 10 business days is required for the verification process.

➤ A self-addressed and stamped envelope is required for verification to be mailed.