



445 W. Amelia Street · Orlando, Florida 32801 · (407) 317-3200 · www.ocps.net

Employment Verification Request Form

All employment verification requests must be made in writing using the form below.

Please email your request to hr.verifications@ocps.net. Verifications are processed in the order they are received.

The request must include your name, the last 4 of your social security number, phone number, and email address. If your last name has changed since you were employed with OCPS please provide that last name as well.

If you request a hard copy to be mailed you must provide a **stamped, self-addressed envelope** along with your request. **Otherwise, your request will be emailed.**

You may send your request & **envelope(s)** to the following address:

Orange County Public Schools
Employment Verification
Attn: HR Compliance
445 West Amelia St
Orlando, FL 32801-1129
Phone: 407-317-32000 ext. 2002110

If you are requesting salary and earnings information (i.e. mortgage company or financial institution), your request should be emailed to payrollsvcs@ocps.net.

If your request regards the success of your teaching experience you may request copies of your evaluations by contacting the Records Department at records@ocps.net.

Request for Employment Verification

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

Current Date

Your Email Address – Please print

Last Name – Please Print

First Name – Please print

Other Last Names – Please Print

OCPS Personnel Number

Last 4 -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): _____

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***.
- Verifications are completed in the order in which they are received.
- A self-addressed stamped envelope is required if a hard copy is necessary.