



REQUEST FOR LETTER OF VERIFICATION FOR GRANTS AND CONTRACTS

We require a picture ID from the PI on all requests before a verification letter can be written. In addition, this verification form must also be signed and dated. We will contact each person by email before placing their personal information within the letter.

Faxed requests should be sent on the *lightest setting* to enable best viewing of documentation. Fax # 801-581-8462 or send via our [secure email](#) site. **Do Not** send this via normal email – include signed/dated form and picture identification.

PLEASE ALLOW A MINIMUM OF 3 DAYS TO COMPLETE THIS REQUEST

DATE: _____

NAME: _____

PI - SSN: _____

PI - EMPLOYEE ID: _____

PI - CONTACT NUMBER: _____

PI - Email address: _____

(Information will only be sent to the PI listed).

Please indicate information you wish to verify:

- Start Date
- End Date
- Position Held
- Salary
- Salary Year-to-Date
- Full-Time
- Part-Time
- Other: _____

**FOR OFFICIAL USE ONLY
ID CHECK:**

By signing, I hereby authorize the University of Utah Human Resources Division to release any necessary information to verify my employment or other information as indicated above. I understand that this information is documented in the electronic employment database utilized by the University or, if before 1999, may require a search through other documentation.

_____ Signature _____ Date

Please see next page for additional name information

Additional names to be included on letter:

Name: _____

uID: _____

Email: _____

Name: _____

uID: _____

Email: _____

Name: _____

uID: _____

Email: _____

Name: _____

uID: _____

Email: _____

Name: _____

uID: _____

Email: _____

Name: _____

uID: _____

Email: _____

Name: _____

SS #/UId: _____

Email Add: _____