

An acceptable **Employment Verification Letter** must meet the following criteria:

- Be on the **letterhead** of the employer's organization.  
Independent contractors are not required to meet this criteria and may specify their company name as their legal name or the name of the company as DBA (Doing Business As).
- Be **hand-signed** by the person authorized by the organization to do so.  
A wet signature is not required. A photocopy or pdf printout of the hand-signed original will be accepted.
- Be submitted as a **hard copy** at the appointment.  
We do not require an original document; a printout of a PDF or other digital file will be accepted if it is hand-signed.
- Be dated no more than **45 days prior** to the ID-proofing appointment.
- Include the company's **country of incorporation**  
Companies incorporated within the US do not need to indicate their country of incorporation but will need to provide the City and State.
- Include the **full name** and any additional details, such as suffix, to match legal identity documents.  
Refer to the [Required Document](#) List for other documents required to successfully complete your Identity Proofing appointment.

**NOTE:** Failure to correctly include **all** of the information above **will** result in a failed proofing. If you fail proofing, you will be **required** to purchase a new license key and your UTC contact must submit a new identity proofing request.

## ***Sample Employment Verification Letters***

**Sample 1:** Prepared by Direct Employer

ABC Designs LLC [**Company Letterhead**]

3/4/2015 [**Date the employment verification letter is issued**]

To Whom It May Concern:

This is to certify that John Doe [**Full Legal Name**] Sr. [**Suffix required if applicable**] is an employee at ABC Designs LLC [**Legal Company Name**] and is working as a [**Designation**] since 01/31/2015 [**Date**].

ABC Designs LLC [**Company Name**] is incorporated in Springfield, VA [**City, State/Province and/or Country**].

If you have any questions regarding John's [**First Name**] employment, please contact our office at 703-000-0000 [**Office HR Phone Number**].

Sincerely,

[**Signature of person issuing this letter**]  
Human Resource Representative [**Designation**]

---

**Sample 2: Prepared by Independent Contractor**

3/4/2015 **[Date the employment verification letter is issued]**

To Whom It May Concern:

This is to certify that John Doe **[Full Legal Name]** Sr. **[Suffix required if applicable]** is an independent contractor and is working as a **[Designation]** since 01/31/2015 **[Date]**.

My work location is incorporated in Springfield, VA. **[City, State/Province and/or Country]**

If you have any questions regarding my employment, please contact me at 202-000-0000 **[Contact Phone Number]**.

Sincerely,

**[Signature of person issuing this letter]** (Independent Contractor Signature)  
**[Designation]** (Independent Contractor's Designation)

---

**Sample 3: Prepared by Independent Contract using DBA**

ABC Designs LLC **[Independent Contractor Company Letterhead]**

3/4/2015 **[Date the employment verification letter is issued]**

To Whom It May Concern:

This is to certify that John Doe **[Full Legal Name]** Sr. **[Suffix required if applicable]** is an independent contractor doing business as ABC Designs LLC **[Legal Company Name]** and is working as a **[Designation]** since 01/31/2015 **[Date]**.

ABC Designs LLC **[DBA]** is incorporated in Springfield, VA **[City, State/Province and/or Country]**

If you have any questions regarding my employment, please contact me at 202-000-0000 **[Contact Phone Number]**.

Sincerely,

**[Signature of person issuing this letter]** (Independent Contractor Signature)  
**[Designation]** (Independent Contractor's Designation)