



Verification of Employment and Service Record Requests

Active employees can request Verification of Employment (VOE) and Service Record Request (SRR) via the self service option. Sign in using your District credentials, from the Employee Dashboard click on the Verification of Employment app. Information provided to the third party based upon the DCSD Verification of Employment request will include, but is not limited to, past and present DCSD gross earnings, DCSD position and dates of DCSD employment.

PLEASE NOTE: Douglas County School District does not authorize verbal verifications. We will provide a verbal re-verification, to the original lender, for previously provided information. This service will be available for up to 90 days after the original verification.

All other Verification of Employment and Service Record Requests will be handled through Verifent (www.verifent.com)

What is Verifent?

Verifent is an employment and income verification service that proves consumer's employment and/or income to credentialed verifiers. It allows credentialed verifiers with a valid Fair Credit Reporting Act (FCRA) Permissible Purpose quick access to important information that assists in their decisioning process. Additionally, it enables employers to quickly, securely, and confidently manage the employment and income information process.

How do I register as a verifier?

Please visit www.verifent.com, click on the 'Let's Get Started Now' button in the upper right hand corner, click on 'Verifiers,' scroll to the bottom of the page and click on 'Register Now.'

Am I a verifier?

All verifiers must apply (www.verifent.com) and be credentialed (approved) before gaining access to Verifent. This is a one-time requirement. Additionally, every verifier must have an approved Fair Credit Reporting Act (FCRA) permissible purpose.

What information do I need to obtain a verification?

Our Organization Code is: **7ED511**. In addition to our Organization Code, you will need the consumer's correct first and last name while working for us, their date-of-birth, last four digits of their Social Security Number, and proof of consumer consent for any verification including income information.

What is the difference between a commercial and government verifier?

A commercial verifier is anyone that is not a government agency; i.e., mortgage company, auto finance, apartment complex, pre-employment screening, credit card, etc... A government verifier is a government agency looking to assist a consumer. i.e., SNAP, TANF, WIC, child support, Medicaid, subsidized housing, etc...