

## Request for Employment Verification Letter for Adoption or Immigration Purposes Only

**Is this for Immigration or Adoption purposes? (select one):**

☐ Immigration      ☐ Adoption

**Complete all the sections below:**

Name \_\_\_\_\_  
*As shown on Social Security Card*

Social Security Number or Fort Worth ISD Employee ID Number \_\_\_\_\_

Fort Worth ISD Job Title \_\_\_\_\_

Start Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**You will be notified when your document is ready for pick-up.**

**Return this completed form via email or mail.**

**Email:** [EmployeeRecords@fwisd.org](mailto:EmployeeRecords@fwisd.org)

**Mail:** Fort Worth ISD  
Attn: Employee Records  
7060 Camp Bowie Blvd.  
Fort Worth, TX 76116