

INCOME BASED VERIFICATION PROCESS



Effective 6/1/2015 the Fulton County Schools Personnel Records Department is using [The Work Number](http://www.TheWorkNumber.com) to provide verifications directly to mortgage lenders, banks, apartment complexes, and others who may need proof of your employment or income. The service is easy to use and available 24 hours a day, 7 days a week.

www.TheWorkNumber.com

FCBOE Employer Code is 17127.

If a verifier is specifically requesting a salary key from you as proof of consent, please [click here \(hold Ctrl key and click\)](#) for next steps.

OTHER TYPES OF EMPLOYMENT VERIFICATIONS



For all other employment verifications (Loan Forgiveness, school experience forms for a new school system (if the employee is leaving FCBOE), immigration forms or letters, summer letters for Substitute Teachers, etc.), please send all forms and requests to Personnel Records (see address below).

- Include the employee's personal information including employee ID number or social security number on the form or request as well as the employee's personal information filled out on the form.
- Include the employee's actual signature on the form or request allowing FCBOE to release the information. If there is no space for the employee's signature on the form, on a separate sheet of paper, please state that you are allowing FCBOE to release the information. This document must be signed and dated and sent with the verification form.
- Forms and requests are accepted via fax, U. S. mail, email (as a pdf attachment), **or** via school mail.
- Please indicate how and where the form is to be sent when it is completed.
- **We will only send the form to one designated individual in one of the following forms of transmission – email, fax, or U.S. mail. We do not use duplicate forms of transmission.**
- Please allow 3-5 business days for forms or letters to be processed (7-10 business days in the summer).

Mailing address: Fulton County Schools

Attn: Personnel Records
6201 Powers Ferry Rd, NW
Atlanta, Ga. 30339

School mail: Address to "Personnel Records, Administration Building"

Fax: 1/866-269-2818

E-mail: Records@fultonschools.org (send form/signed request/signed release as a pdf attachment)

If you have further questions, please call us at 470/254-6870.

NOTE: Fulton County Schools Charter Schools are separate entities and maintain their own employee records. The Personnel Records Department at Fulton County Schools is unable to provide any employment information for Fulton County Schools Charter Schools. All current or former Charter School employees should contact the specific Charter School directly for any employee records or information. If the charter school has closed, please contact the Fulton County Schools Charter School Department at (470) 254-4919 for further instruction.