

REQUEST FOR VERIFICATION OF EMPLOYMENT

Request for Verification of Employment must be accompanied by an "Authorization to Release Information" form signed by the employee/former employee (in accordance with Personnel Manual Index Code J-4 Disclosure of Personal Information).

Please send the Verification of Employment and signed Authorized to Release Information form to the City of San Diego Personnel Department by US Mail or Fax.

Fax Number: 619-236-6360

**US Mail: City of San Diego
Personnel Department, Attn: Records
1200 Third Ave, Suite 300
San Diego, CA 92101**

For employment verifications for employees of the City of San Diego Police Department, please refer to the contact information listed below:

City of San Diego Police Dept/Human Resources:

- **Tel: (619) 531-2126**
- **Fax: (619) 531-1596**
- **PoliceHR@pd.sandiego.gov**