

## **REQUEST FOR VERIFICATION OF EMPLOYMENT**

Verification of Employment requests must be accompanied by a signed release form provided by the employee/former employee authorizing release of personal information (*in accordance with Personnel Manual Index Code J-4 Disclosure of Personal Information, II.C.6.a.*).

Please send the Verification of Employment and signed release form to the City of San Diego Personnel Department by Email or US Mail.

**Email:**    [PersonnelVoe@sandiego.gov](mailto:PersonnelVoe@sandiego.gov)

**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](mailto:PoliceHR@pd.sandiego.gov)