



When you apply for items such as apartment leases, car loans, and mortgages, all requests for verification of your employment should be directed to

The Work Number for Everyone!

This is a national service used by many major employers and provides employment verification through a fully automated system. The system is available 7 days a week 24 hours a day!

What you need to know...

A 'verifier' is an organization seeking employment and/or earnings information about you. A verifier can be a bank, loan or credit institution, background checking company, or even a prospective employer. Verifiers can obtain the following types of information from the automated system:

Basic

(*Authorization Code NOT REQUIRED*)

- Job Title
- Total time with company

You give the Verifier:

- DoDEA Agency Code: **10365**
- Your Social Security Number
- The number to call for the information, 1-900-555-9675 or the TALX web address @ www.theworknumber.com

Basic Plus

(*Authorization Code REQUIRED*)

- Includes Basic information, *Plus*
- Current pay rate
- Pay frequency

You give the Verifier:

- DoDEA Agency Code: **10365**
- Your Social Security Number
- **An Authorization Code**
- The number to call for the information, 1-900-555-9675 or the TALX web address @ www.theworknumber.com

Full Verification

(*Authorization Code REQUIRED*)

- Includes Basic Plus information, *Plus*
- Gross earnings for YTD and past two years

You give the Verifier:

- DoDEA Agency Code: **10365**
- Your Social Security Number
- **An Authorization Code**
- The number to call for the information, 1-900-555-9675 or the TALX web address @ www.theworknumber.com

To generate an **Authorization Code**, you dial 1-800-EMP-AUTH (1-800-367-2884) or go to www.theworknumber.com. You may have 3 Authorization Codes outstanding. If unused, they will expire after 6 months. When prompted, enter:

- DoDEA Agency Code: **10365**
- Your Social Security Number
- Your Pin (Birth Month and Year) I.E.- If your birthday is Jan. 1965, your PIN is 0165
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**A SIX-DIGIT NUMBER WILL BE VOICED TO YOU OVER THE PHONE,
OR SHOWN TO YOU OVER THE INTERNET.
THIS IS YOUR ONE-TIME USE AUTHORIZATION CODE.**

Client Service Center 1-800-996-7566

The Work Number Client Service Center is available Monday through Friday 7 a.m. to 8 p.m.CST