

# Non-Employee: U.S. Person Verification (USPV) Employment Verification Letter

The employment verification letter is vital for U.S. Person determination. An individual, according to U.S. export regulations, is a non-US person if he/she is employed by a non-US company. This is determined via the country of incorporation of the supplier which is why these exact words are required in the letter. The country of incorporation supersedes the citizenship of the individual if the country of incorporation is outside the United States, thus making the contractor a Non-US Person for data access purposes.

In this document you will find information on requirements for the Employment Verification Letter and three samples.

An acceptable Employment Verification Letter must meet the following criteria:

1. Be on the letterhead of the employer's organization.  
Independent contractors are not required to meet this criteria and may specify their company name as their legal name or the name of the company as DBA (Doing Business As).
2. Be hand-signed by the person authorized by the organization to do so. A wet signature is not required. A photocopy or pdf printout of the hand-signed original will be accepted.
3. Be submitted as a hard copy at the appointment. We do not require an original document; a printout of a PDF or other digital file will be accepted if it is hand-signed.
4. Be dated no more than 45 days prior to the ID proofing appointment.
5. Include the company's country of incorporation.  
Companies incorporated within the U.S. do not need to indicate their country of incorporation but will need to provide the City and State.
6. Include the full name and any additional details, such as suffix, to match legal identity documents.  
Refer to the U.S. Person Verification Accepted Documents List for other documents required to successfully complete your USPV appointment.

**NOTE:** Failure to correctly include all of the information above will result in a failed proofing. If you fail proofing, your sponsor must submit a new identity proofing request and you will be required to purchase a new license key.

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## Samples of Employment Verification Letters

### Sample 1: Prepared by Direct Employer

ABC Designs LLC *[Company Letterhead]*

3/4/2015 *[Date the employment verification letter is issued]*

To Whom It May Concern:

This is to certify that John Doe *[Full Legal Name]* Sr. *[Suffix required if applicable]* is an employee at ABC Designs LLC *[Legal Company Name]* and is working as a *[Designation]* since 1/31/2015 *[Date]*.

ABC Designs LLC *[Company Name]* is incorporated in Springfield, VA *[City , State/Province and/or Country]*.

If you have any questions regarding John's *[First Name]* employment, please contact our office at 703-000-0000 *[Office HR Phone Number]*.

Sincerely,

*[Signature of person issuing this letter]*

### Sample 2: Prepared by Independent Contractor

3/4/2015 *[Date the employment verification letter is issued]*

To Whom It May Concern:

This is to certify that John Doe *[Full Legal Name]* Sr. *[Suffix required if applicable]* is an independent contractor and is working as a *[Designation]* since 1/31/2015 *[Date]*.

My work location is incorporated in Springfield, VA. *[City , State/Province and/or Country]*

If you have any questions regarding my employment, please contact me at 202-000-0000 *[Contact Phone Number]*.

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Sincerely,

*[Signature of person issuing this letter]* (Independent Contractor Signature)

*[Designation]* (Independent Contractor's Designation)

## **Sample 3: Prepared by Independent Contract using Doing Business As (DBA)**

ABC Designs LLC *[Independent Contractor Company Letterhead]*

3/4/2015 *[Date the employment verification letter is issued]*

To Whom It May Concern:

This is to certify that John Doe *[Full Legal Name]* Sr. *[Suffix required if applicable]* is an independent contractor doing business as ABC Designs LLC *[Legal Company Name]* and is working as a *[Designation]* since 1/31/2015 *[Date]*.

ABC Designs LLC *[DBA]* is incorporated in Springfield, VA *[City , State/Province and/or Country]*

If you have any questions regarding my employment, please contact me at 202-000-0000 *[Contact Phone Number]*.

Sincerely,

*[Signature of person issuing this letter]* (Independent Contractor Signature)

*[Designation]* (Independent Contractor's Designation)