

The Department of the Navy is pleased to offer **The Work Number for Everyone**, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes! This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases. Anything you need that requires proof of employment! It is quick, easy, accurate and no cost to you!

If you have a problem, both employees and verifiers may call [The Work Number Client Service Center](#)

Monday – Friday

7 AM to 8 PM CST

1-800-996-7566

www.theworknumber.com

EMPLOYMENT VERIFICATION

What are the benefits of this service

Faster, more efficient, and more complete responses to employment verification requests

Increased security of sensitive salary information

Standardized verification procedures

An audit trail to insure proper verification procedures

Longer hours of accessibility to employment verification information

Dedicated Client Service Center

What Information Will Be Provided to Lenders/Verifiers?

Basic Verification

(Usually required for reference checks.)

Name (spelled), Employment status, Most recent start date or termination date, Total time with Navy, Job title, Reference number

Basic Plus Verification

(Usually required for small, short-term loans and apartment rentals.) All Basic Information PLUS, Total rate of pay, Pay frequency, Reference number

Full Verification

(Usually required for all major loans, including mortgages.) All Basic Plus information PLUS, Gross earnings year to date, Gross earnings for prior 2 years, Reference number

What is Required to Access the Information?

To access basic Information, provide the lender/verifier with: The DoD Company Code **10365**, Your Social Security Number, The number to call for their express verification

To access Basic Plus Information, provide the lender/verifier with: DoD Company Code **10365**, Your Social Security Number, An **Authorization Code**, The number to call for their express verification

To access Full Information, Provide the lender/verifier with: DoD Company Code **10365**, Your Social Security Number, An **Authorization Code**, The number to call for their express verification

How is an Authorization Code Obtained?

You dial **1-800-EMP-AUTH** or go to **www.theworknumber.com**

When prompted, enter: The DoD Company Code, **10365**. Your Social Security Number. Your 4 digit PIN (Birthdate mm/dd) Example: Birthdate of July, 22 = 0722

Record the six-digit Authorization Code for future reference. This code is to be given to the lender/verifier in order for them to access the Basic Plus and Full verification levels.

How Many Authorization Codes can be active, and how long are they valid?

You can have a maximum of 3 codes active at one time. Each code can be used only once by the verifier. The codes are active for 6 months before being deleted from the system.