

## INSTRUCTIONS FOR VERIFICATION LETTER

If you are requesting a Verification Letter you will need to submit the items listed under the Documentation Checklist, fill out the Verification Letter Personalization section and submit the *Application for Verification* (see attached page).

***Payment must accompany this request.***

### Verification Letter Documentation Checklist

I have completed and included the *Application for Verification* (see attached page).

I have included a copy of my driver's license or another form of ID.\*

### Verification Letter Personalization

The Verification Letter needs to be addressed and mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Verification Letter needs to be emailed to: \_\_\_\_\_

The Verification Letter does not need any personalization, instead email a copy directly to the applicant and mail the original to the address indicated on the *Application for Verification*.

There is a specific Verification Form that needs to be filled out and returned per the instructions on the form. That form is attached to this Application. (*Applicant will be notified via email that this had been completed.*)

\*Acceptable forms of ID are: Current, valid driver's license; current, valid learners permit or temporary operators permit from any state; current, valid ID card issued by any branch, department, or agency of the United States Government or the State of Utah; current, valid ID from a high school, technical school, college or professional school, located within the State of Utah; current, valid Passport; or current valid tribal ID card. **Please note that your picture must be on any of these alternate forms of ID.**

## APPLICATION FOR VERIFICATION

First \_\_\_\_\_ Last \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Last 4 of Social Security # \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Certification Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### CONSENT TO RELEASE OF INFORMATION

I certify that the information given above is true and accurate. My signature also serves as authorization to verify certification from the state(s) registries listed above and/or to release my information to the parties I have indicated on the instruction sheet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicable Fees			
State of Utah Verification Fee	(Required)	\$30.00	\$ 30.00
Priority Processing Fee	(Optional)	\$25.00	\$
UNAR Lapel Pin \$3.00 + \$0.20 tax + \$2.00 shipping	(Optional)	\$ 5.20	\$
<i>All priority processing ends at 3:30 pm</i>		<b>Total amount to be charged</b>	<b>\$</b>

Please complete all information below (including signature). Payment must accompany application.  
**No personal checks, cash, money orders or cashier's checks are accepted.**

Credit Card # \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ CVV # \_\_\_\_\_

Authorized Signature \_\_\_\_\_