

Office of Human Resources

Employment Verification Turnaround Times



To provide a more efficient system for employment and income verifications, the Office of Human Resources uses Verifent, an employment and income verification service, to provide proof of employment and income to third party lenders and government agencies. While most verifications can now be handled through Verifent, Human Resources will continue to process some requests directly. Please see the type of requests, expected turnaround time and the appropriate contact information below.

Verification Type	Turnaround Time	Contact Information
Employment and Income Verification Requests from third-party lenders and government agencies	1-3 business days	verifent.com
Employment Verification Requests not associated with a third-party lender or governmental agency	1-3 business days	dps.employmentverification@detroitk12.org
Instructional Experience Verification Request	10-15 days (Peak Times June-Aug may require additional time)	dps.employmentverification@detroitk12.org
Loan Forgiveness Request (Teacher, Public, Perkins etc.)	7-10 business days	dps.employmentverification@detroitk12.org
Immigration Request	1-3 business days	dps.employmentverification@detroitk12.org
Educational Entities Tenure Request	3-5 days (Peak Times June-Aug may require additional time)	dps.employmentverification@detroitk12.org
External Unprofessional Conduct Request	As required by law less than 20 days (business days)	dps.employmentverification@detroitk12.org
Conviction Background Check and Fingerprint Unit	Contact Office	Detroit Public Schools Community District Public Safety Department Telephone Number: (313) 748-6020 Fax Number: (313) 748-6101
Subpoena Request	10-15 business days, however subject to when payment has been received. Please allow 5-7 postal service business days	Request must be sent to: Detroit Public Schools Community District Attn: General Counsel 3011 W. Grand Blvd, 10 th Floor Detroit, MI 48202 Phone Number: (313) 873-4528 Fax Number: (313) 873-4564
Notary Service (Services are only for Teacher & Administrator Certification)	Must Report In-Person	Office of Human Resources – 10th Floor (Fisher Bldg.) Please use this link to schedule an appointment Telephone Number: (313) 873-6897

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