

Civil Service Eligibility Verification Request Form

Instructions: Please complete all sections of this form to request verification of your Civil Service Eligibility. This form is designed to be printed, filled out, and signed manually before submission to the Civil Service Commission or requesting agency.

1. Applicant Personal Information

Full Name (Last, First, Middle, Maiden Name if applicable):

Date of Birth (MM/DD/YYYY):

Place of Birth:

Social Security Number or National ID Number:

Current Mailing Address (Street, City, State, Zip Code):

Contact Phone Number:

Email Address:

2. Civil Service Exam / Eligibility Details

Title of Civil Service Examination Taken:

Date of Examination (MM/DD/YYYY):

Place of Examination (City/State/Testing Center):

Exam Rating or Score obtained:

Eligibility Certificate Number (if known):

3. Purpose and Delivery Information

Purpose of Request (e.g., Employment, Promotion, Record Update):

Name of Requesting Agency / Recipient Company:

Delivery Address for Verified Certificate (if different from applicant address):

4. Authorization and Signature

I hereby authorize the Civil Service Commission to verify my eligibility status and release the requested information to the recipient indicated above.

Applicant Signature (Sign inside the box after printing):

Date Signed (MM/DD/YYYY):