

To expedite the background check process, you can upload any supporting education and employment verification documents when completing the background check consent form. As a reminder, **these documents are not required** but help to move the process along. If you do not have these documents available when completing your consent, **please submit without them.**

Supporting education verification documents that verify graduation include the following:

- Copy of diploma
- Copy of transcripts
- School Letter: Official Letterhead

Supporting employment verification documents include the following:

- If employed through Corporation/Consulting Agency:
  - Verification Letter on Company Letterhead with Start Date, End Date and)
  - W-2 stubs (for both the first and last year of employment)
  - Position Pay Stubs (for both the first and last year of employment)
  - DD214 or 702 (LES) – Military
  - T-4 (Canadian W-2)
  - Offer Letter (on Company Letterhead) **ONLY ACCEPTED** for Unpaid Internship Position
- If Self-Employed:
  - Article/Certificate of Incorporation
  - 1099 Form
  - IRS Transcript (must have FULL company name)