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How to Complete an Employment Verification Letter

Sworn Employer Statement for Visas, Leases, and Loans

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR NEVADA EMPLOYMENT VERIFICATION.

About this form. Embassies, landlords, and lenders often want sworn proof of employment and pay, sometimes apostilled.

1. **Have an authorized person sign**
   Owner, officer, or HR.
2. **Fill in company details**
   Legal name and contact.
3. **Enter employee details**
   Matching payroll.
4. **Add approved leave**
   For travel visas.
5. **Get the apostille if needed**
   The **Nevada Secretary of State** issues apostilles for Nevada-notarized documents. **We handle it — ask when you book.**
6. **Sign before a Nevada notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. Our Nevada-commissioned notaries come to you.

Good to Know

- Share pay only with the employee's permission.
- Some offices require letterhead or their own form.
- A false statement is perjury.

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Nevada-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in Nevada, California, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

EMPLOYMENT VERIFICATION

Sworn Employer Statement — Nevada

State of Nevada)

County of _____) ss.

I, the undersigned employer representative, being first duly sworn, depose and say:

_____ _____

(company legal name) (company phone)

_____

(company address)

_____ _____

(my name) (my title)

I am authorized to make this statement and have access to employment records. The following person is employed by the company:

_____ _____

(employee) (job title)

_____ _____ _____

(start date) (full-time / part-time) (status)

_____ _____

(compensation) (hours per week)

_____ _____

(approved leave from, optional) (return date)

_____

(purpose: visa, lease, loan)

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

Signed on _____ , at _____

(date) (city and state)

_____ _____

(signature of employer representative) (printed name)

Sign only in front of the notary, who will place you under oath and complete the jurat on the next page.

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JURAT

(Nevada Revised Statutes Section 240.167)

For use abroad, an apostille from the Nevada Secretary of State may be attached after notarization.

State of Nevada)

County of _____)

Signed and sworn to (or affirmed) before me on _____ by
(date)

_____ .
(name(s) of person(s) making statement)

_____
(Signature of notarial officer)

_____
(Title and rank (optional))

(Seal, if any)

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