

[Company Name]  
[Department Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Applicant Full Name]  
[Applicant Address]  
[City, State, Zip Code]

**Subject: Background and Identity Verification Request**

Dear [Applicant Name],

In connection with your application for the position of [Job Title], we require a formal background and identity verification check as part of our standard hiring process.

To proceed, please provide the following information and documents:

- A clear copy of a valid government-issued photo ID (Passport, Driver's License, or National ID).
- Proof of current residential address (Utility bill or bank statement dated within the last 3 months).
- Completed and signed Authorization Form (Attached).
- [Optional: Social Security Number / National Insurance Number]

Please submit these documents via our secure portal at [Link] or reply to this email by [Deadline Date]. All information provided will be kept strictly confidential and used solely for the purpose of verifying your eligibility for employment.

This verification process typically includes checking criminal records, employment history, and educational credentials. Your offer of employment is contingent upon the successful completion of these checks.

If you have any questions regarding this request, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]