



Employment Data Freeze Request

An Employment Data Freeze Request is one step you can take to help prevent access to your Employment Data from a 3rd Party Entity for the purposes of credit, public aid, apartment rental or new employment applications. Freezes are federally regulated.

To submit an Employment Data Freeze, simply complete and return this form along with a photocopy of the following:

Proof of Identity – provide one (must include current/legal name):

- Driver's License
- State or Government Identification Card
- Social Security Identification Card
- Military Identification Card
- Passport
- W-2 or 1099 Form

Proof of Address- provide one (must include current mailing address)

- Utility Bill (phone, water, gas, electric, trash or sewer, etc.)
- Paystub
- Housing Rental Agreement or Mortgage document in your name
- W-2 or 1099 Form

Your Social Security Number (SSN), Name and Address are required when requesting an EDR report. * Indicates a mandatory field.

1

*Your Social Security Number: - -

*Name: _____
First Last Suffix

*Street Address (residence): _____

*City, State, Zip code: _____

Phone Number: (_____) _____ E-mail Address: _____

Please read and sign the following statement. Your signature acknowledges your agreement.

2

By submitting this form, I state that all of the information contained is true to the best of my knowledge.

Signature: _____ Date: _____

After completing this form, please return it by mail, email or fax. Remember to include your proof of identity and proof of address documents from the lists above. Please enlarge photocopies of any items that contain small print (e.g. driver's license, W2 form, etc.). Your request will be processed within 15 days of receipt and then mailed to you. **You will receive a confirmation letter via mail once your request has been completed.**

3

Equifax Workforce Solutions
ATTN: Employment Data Freeze
3470 Rider Trail South
Earth City, MO 63045
Fax: (877) 879-8182
Email: TWNFreeze@equifax.com

Questions contact The Work Number Employee Service Center: 1-866-222-5880; TTY-hearing impaired: 1-800-424-0253 Mon-Fri; 9:00 a.m. – 8:00 p.m. ET

Equifax and EFX are registered trademarks of Equifax, Inc. The Work Number is a registered trademark of TALX Corporation, a wholly owned subsidiary of Equifax Inc. Copyright ©2017 Equifax Inc., Atlanta, Georgia. All rights reserved. Revised 05/2017