



The Following Article  
Published by the  
DIVISION OF FINANCIAL OPERATIONS  
Appeared in the **SEPTEMBER 25, 2007**  
Edition of the Principal's Weekly Newsletter

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## **Employment Record Research**

The Division of Financial Operations, Business Operations' Employment Record Research Unit has new walk-in hours for individuals requesting verification of service and/or pension buy back information.

**Monday – Friday 12pm – 4:45pm**

It is preferable to go on line to [access information about prior DOE service](#) and obtain a [Request for Verification of Service form](#). All forms may be mailed to the address indicated on the form or faxed to (718) 935-2171.

If you have further questions you may contact Dorothy Kennedy at the Records Research Help Desk at 718-935-4702.