

## Department of Administration

Human Resources Management  
1322 Mail Service Center  
Raleigh, NC 27699-1322

### EDUCATIONAL CREDENTIALS REMINDER

It is the responsibility of all employees to provide verification of the highest-level college degree that is shown on their employment application (PD-107).

General Statute 126-30 requires verification of educational degrees, associations, registration, licensing boards and other certifications within **ninety (90) days** of employment. False information, documentation or failure to disclose relevant information may be grounds for disciplinary action, dismissal or criminal action. Dismissal shall be mandatory if fraudulent disclosures are given to meet the position qualifications. As a result, an official transcript is required to verify advanced degrees.

Please ensure a sealed transcript is mailed to the following address:

Brandi Riddick  
Department of Administration  
Human Resources Management  
1322 Mail Service Center  
Raleigh, NC 27699-1322

### HIGH SCHOOL DIPLOMAS DO NOT REQUIRE VERIFICATION

If you have any questions, please contact Brandi Riddick (919) 807-2486 or email Brandi at [Brandi.Riddick@doa.nc.gov](mailto:Brandi.Riddick@doa.nc.gov).