{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: PREVIOUS PUBLIC EMPLOYMENT**

Dear {stdMbrSalutation}:

Our records indicate that your retirement service credit is as follows:

| **EMPLOYER** | **DATES** | |
| --- | --- | --- |
| **Employer Name** | **Start Date** | **End Date** |
| {tb tblEmployerDtl} |  |  |

We are unable to verify any other previous public employment you may have. You will have to either contact your previous employer or the ND State Archives directly to verify your dates of services.

For your information, NDPERS became effective July 1, 1966 for eligible state employees. An eligible employee, at that time, was defined as follows:

"Eligible employee" shall mean all permanent employees who meet all of the eligibility requirements set by this Act and who are twenty-one years or more of age, and shall include appointive and elective officials at their sole election; "Employee" shall mean any person employed by the state of North Dakota whose compensation is paid out of state funds or funds controlled or administered by the state department, or paid by the federal government through any of its executive or administrative officials; "Permanent employee" shall mean a state employee who has been employed by the state for five continuous months, is employed for more than twenty hours per week and more that five months each year.”

If your position with your previous employer didn’t meet the above listed eligibility requirements, than you did not qualify for retirement benefits and therefore, your service would not have been reported to NDPERS. Also, if your previous employment didn’t qualify for retirement benefits, than you would not be able to purchase it for credit towards retirement.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Benefits Division