

VETERANS' CREDIT INFORMATION SHEET AND FORM

To be entitled to receive additional credit on an examination as a non-disabled or disabled veteran, an applicant must meet all requirements for such credit found in Article 5, Section 6 of the New York State Constitution and Section 85 of the New York State Civil Service Law. An applicant may request additional credit many times, but may only use the credit **once** to achieve a **permanent appointment** to any civil service position in New York State.

- **It is the responsibility of the applicant requesting additional credit to provide the local civil service agency with the following information necessary to document the claim.**
- ***An applicant applying for non-disabled veterans' credit must provide a copy of military discharge/separation papers, a DD214 if issued, or other official documentation, indicating dates of active service and character of discharge or release.***
- ***An applicant applying for disabled veterans' credit must provide the above and documentation indicating the veteran has a war-incurred disability from the United States Department of Veterans' Affairs rated at 10% or more.***
- ***The applicant must provide a list of all previous public employments in New York State or any civil division.***

General Information

A non-disabled veteran is entitled to five additional points on an open-competitive examination or two and one-half points on a promotion examination.

A disabled veteran is entitled to ten additional points on an open-competitive examination or five points on a promotion examination.

An applicant has two months from the examination's last filing date to provide civil service with the proof of eligibility for additional credit.

Additional credit cannot be added after the eligible list is established.

Additional credit can only be added to a passing score.

An applicant may withdraw the credit at any time up to appointment.

Additional credit is not deemed to have been used where the addition of such credit does not change the veteran's position on the eligible list relative to other candidates.

An applicant currently in the armed forces may request and receive **conditional** credit but must meet all criteria for such credit prior to its use.

To apply for veteran's credits you must complete the following form & submit to our office

APPLICATION FOR VETERAN'S CREDITS

Complete this FORM only if you wish to claim War Time Veteran's Credits and you have not used veteran's credits for appointment to a position in NY State or any local government. **You must attach a copy of your discharge papers (form DD-214 Member copy 4) to this form and return to office prior to the establishment of the eligible list.** Veteran's Credits cannot be granted after the eligible list is established. If eligible, you will receive:

Open Competitive Exam: 10 points for disabled war-time veteran
5 points for non-disabled war-time veteran

Promotional Exam: 5 points for disabled war-time veteran
2.5 points for non-disabled war-time veteran

Extra Credits for War Time Veterans – Your answers must be “Yes” to be eligible for additional credits.

Yes No I expect to receive or have already received a discharge which was honorable or release under honorable circumstances from the Armed Forces of the United States, which includes the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in service of the United States pursuant to call as provided by law, on a **full-time active duty other than active duty for training purposes.**

Yes No I am now serving, or have served, on an active duty basis other than active duty for training purposes, during one or more of the following Time of War periods.

- **In the Armed Forces - Aug. 2, 1990 to the date when the Persian Gulf hostilities ends; Dec. 7, 1941 to Dec. 31, 1946; June 27, 1950 to Jan. 31, 1955; Feb. 28, 1961 to May 7, 1975**
- **In the U.S. Public Health Service - July 29, 1945 to Dec. 31, 1946; or June 27, 1950 to July 3, 1952**
- **Earned the Armed Forces, Navy, or Marine Corps Expeditionary Medal for service in - (Lebanon) June 1, 1983 to Dec. 1, 1987; (Grenada) Oct. 23, 1983 to Nov. 21, 1983; or (Panama) Dec. 20, 1989 to Jan. 31, 1990.**

Yes No I am a United States citizen or an alien lawfully admitted for permanent residence.

Yes No I am a New York State resident.

Yes No I wish to claim additional credits as a Disabled Veteran. I am currently receiving payments from the U.S. Department of veterans Affairs for a service connected disability rated at 10% or more incurred during a Time of War period listed above.

Exam Title: _____

Examination #: _____ **Examination date:** _____

Name: _____
Last First Middle