

APPLICATION FOR VETERAN CREDITS

Please Print

Not Valid Unless Accompanied By Discharge Documents (DD214)

Title of Exam and Examination Number: _____

Name: _____

Mailing Address: _____

Current Legal Residence Address (if different from mailing): _____

Social Security Number: _____

Service Serial Numbers: _____

Dates of Active Service: From _____ To _____

Are you a citizen of the U.S or alien lawfully admitted for permanent residence? Yes _____ or No _____

Have You Sent Authorization For Disability Record To The VA? Yes _____ or No _____

Credit Claimed (Please Check One):

Non Disabled Veteran: _____

Disabled Veteran: _____ VA Claim Number: _____

Conditional Veterans' Credit (I am currently on active duty in the Armed Forces: _____

*LIST **ALL** OF YOUR PUBLIC SERVICE EMPLOYMENT SINCE JANUARY 1ST, 1951*

From	Dates ----	To	Employer Name and Address	Title of Your Position	Veterans' Credit Used Yes or No

I declare, subject to the penalties of perjury, that the statements made on this form and any attachments are to the best of my knowledge true and correct.

Signed: _____ Date: _____

APPLICANT: READ AND FOLLOW DIRECTIONS CAREFULLY

In order for your claim for veterans' credit to be processed, follow the instructions as stated below. Failure to follow these instructions completely may result in a restriction on the eligible list, and/or the inability to use your credits. Please give this your immediate attention since veterans' credit cannot be granted after the eligible list has been established.

Although you may request veterans' credit for more than one civil service examination, you may only use the credit **once** for a permanent appointment or promotional appointment. If you have already used your veterans' credit in New York State, you may **not** claim veterans' credit again.

Answer all the questions and attach the documentary proof of your eligibility specified under '1' below. Mail, fax, or bring them to the Saratoga Springs Municipal Civil Service Commission. Photo copy of any of the listed documents will be acceptable.

1. ELIGIBILITY REQUIREMENTS

- a. Citizen of the United States of America.
- b. Resident of New York State.
- c. Must have served during a designated time of war.
- d. Honorably discharged or separated from the Armed Forces of the United States of America.
- e. For conditional credit, must be currently serving in the Armed Forces of the United States, for other than training purposes.
- f. Active Duty in the Armed Forces of the United States of America during any of the following War time periods: (other than training)
 - i. February 28th, 1961 to May 7th, 1975
 - ii. August 2nd, 1990 to Not Specified
 - iii. June 1st, 1983 to December 1st, 1987*
 - iv. October 23rd, 1983 to November 21st, 1983*
 - v. December 20th, 1989 to January 31st, 1990*

*Veteran credits for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces expeditionary medal, the Navy expeditionary medal, or the Marine Corps expeditionary medal.

2. ACCEPTABLE DOCUMENTARY PROOF

- a. Report of Military Separation
- b. Report of Separation and Honorable Discharge and/or Certification of Service
- c. Acceptable Military Forms
 - i. NAVPERS-553
 - ii. NAVMC-78
 - iii. WDAGO-53,98
 - iv. DD214
- If your name is different from what is shown on your Report of Separation, Honorable Discharge and/or Certificate of Service, include a marriage certificate or other legal documentation to verify the name change.

APPLYING FOR VETERAN CREDITS

The *Saratoga Springs Municipal Civil Service Commission* is in receipt of your application. On your application form you requested additional credit as a Veteran. The following requirements must be met **BEFORE** the eligible list is established in order to be awarded the additional credits.

The term VETERAN is defined as a United States citizen or alien lawfully admitted for permanent residence who serviced in the Armed Forces of the United States during a designated time of war and was honorably discharged or released under honorable circumstances. The candidate must be a New York State resident at the time of application.

ARMED FORCES is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must be or have been on a full time active duty basis, other than for training purposes.

SPECIAL NOTICE If you are on active duty, you may request the addition of veterans' credits to your examination score. You request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received a honorable discharge, be a United States Citizen, and be a resident of New York State. The extra credits can only be used for **one** NY Local government or NY State government permanent appointment.

An applicant has *two months* from the last filing date (stated on the examination announcement) to submit the required information. **No veteran credits will be awarded after the eligible list has been established.** It is the applicant's responsibility to submit the required information within the appropriate time period.

1. Complete Veteran Credits application form and return to the Civil Service Commission office with a copy of your DD214. Veteran Credits **WILL NOT BE AWARDED** without the DD214.
2. If you are currently on active duty, submit documentation showing active duty status.
3. You must have served on a **full time active duty** basis (not training) within the time period specified on the veteran credits application and have been honorably discharged or discharged under honorable circumstances.
4. You must be a resident of New York State.
5. You must not have used your veteran credits previously.
6. If applying for Disabled Veteran Credits, a copy of the certification from the United States Veterans Administration must accompany the DD214. (Disability rated at 10% or more.)

VETERANS CREDIT INFORMATION SHEET

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 veteran's 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 and is currently receiving payment from the DVA for such disability. The civil service office has a form for this purpose.
- 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 **2 ½** points on a *promotional examination*.
- A *disabled veteran* is entitled to **ten** additional points on an *open-competitive examination* or **five** points on a *promotional 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 has been 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 additional 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.