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INSTRUCTIONS TO VETERANS

Your application for examination number _____ states that you are claiming Veterans Credit.

According to Civil Service Law, additional credit in examinations is granted to successful candidates who have claimed and established status as non-disabled or disabled veterans. This credit is granted on the following basis:

	<u>Open-Competitive Examinations</u>	<u>Promotional Examinations</u>
Non-disabled	Five (5) points	Two & one-half (2.5) points
Disabled	Ten (10) points	Five (5) points

This additional credit, which is added to the final passing grade on an examination, may only be granted at the time of the establishment of the eligible list. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit before the eligible list is established, cannot later be granted credit on such eligible list.

ALL VETERANS

To be considered for additional credit as a veteran, the enclosed "**Application for Veterans' Credit**" must be completed and returned to us, along with a copy of your "**DD-214**" and/or other document(s) from the listing given on the reverse side of the form, which establishes your eligibility to receive such credit.

Veterans, by law, may have up to two months from the last filing date of examination to provide proof of eligibility for additional credit; however, **it is highly recommended that you:**

- " provide the Application for Veterans Credit **PRIOR to the date of the examination**
- " provide proof of eligibility as soon as possible.

NOTE: FAILURE TO PROVIDE ADEQUATE PROOF OF ELIGIBILITY IN DUE TIME WILL RESULT IN LOSS OF ABILITY TO USE ADDITIONAL CREDIT FOR THIS SCORE.

In addition, you must also have recorded on your examination application form, that you are a legal resident of New York State.

In order for your additional credit to be granted, your discharge document or "**Certificate of Service**" must show:

1. That you have served on active duty with the Armed Forces of the United States in time of war (dated listed on the reverse side of the "**Application for Veterans' Credits**" form).
2. That you were honorably discharged or released under honorable circumstances from such service. If you are currently still serving in the Armed Forces and have not yet been discharged, your additional credit can be granted on a **CONDITIONAL** basis upon your presentation of documentation which substantiates active military service at the time of the examination. If successful on the examination, you will be placed on the resulting eligible list but will only be considered for certification **WITHOUT** benefit of the additional credit being added to your score until your presentation of appropriate documentation which shows that you were discharged or released under honorable circumstances.

DISABLED VETERANS

In addition, if you are claiming credit as a disabled veteran, you must complete the enclosed "**Disability Record Authorization**", in duplicate, and forward both copies immediately to the Regional Office of the Veterans Administration where your application for disability pension is on file. In our area, this in all likelihood would be: *Department of Veterans' Affairs, Buffalo, New York VA Regional Office, 130 South Elmwood Avenue, Suite 601, Buffalo, New York 14202.*

To qualify for credit as a disabled veteran, you must be receiving payments from the Veterans Administration for a disability, rated at a minimum of 10%, which was incurred in time of war. The Veterans Administration must certify the disability to be in existence at the time of your application for Veterans credit.