

## **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 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.