

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 (MEMBER-4 copy) 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.