



# APPLICATION FOR VETERAN'S CREDITS

**Monroe County Civil Service Commission**  
39 West Main Street, Room 210 \* Rochester, New York 14614  
585-753-1700 \* 585-753-1728 FAX

**Veterans Status Claimed: (Check one)**

**Veteran**

Applicants for Veteran's Credits must complete this form (VC-1) for each examination and provide a copy of their DD-214 separation papers within 30 days after exam date. Candidates who have previously submitted a copy of their DD-214 to the Monroe County Department of Human Resources on or after January 1, 2013 do not need to resubmit them, but a new VC-1 form must be filed for each examination. DD-214 separation papers establishes proof the veteran:

- Served on active duty for other than training purposes, as defined in §85 of the State Civil Service Law,
- Was honorably discharged or released under honorable circumstances from such services, and
- Is a resident of New York State at the time of the establishment of the eligible list.

**Disabled Veteran**

In addition to the proof above, applicants for Disabled Veteran's Credits must also submit a "Veterans Disability Records Release" form (VC-4), to a Veteran's Affairs office or the Monroe County Veterans Services Agency to show that they have a war-incurred disability of at least 10% which is certified to be in existence at the time of application for additional credits. This form should be forwarded in sufficient time so that the Commission will receive verification of the disability within 30 days after exam date.

**Active Duty Military**

Veteran's Credits will be applied after you are discharged and provide your DD-214.

Full Name:	Social Security Number:
Address:	Number and Title of Examination(s) for which credit is claimed:
Date of Enlistment or Induction:	
Dates of Active Service: From: _____ To: _____	
Were you discharged under honorable conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been appointed through the use of Veteran's Credits to any position in the State Civil Service or any City or Civil Division of New York State? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, where and when? _____	
If you used your veteran's credit for permanent appointment or promotion in New York State or its civil divisions, you may not claim them again unless after your appointment, you were subsequently classified by the Veterans Administration as disabled during time of war. In such case you are entitled to 10 additional credits on civil service examinations, minus the number of credits already used for the prior appointment.	
<b>I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF</b>	
Veteran's Signature:	Date:

## THE USE OF VETERAN'S CREDITS

New York State Civil Service Law allows additional credits in examinations to successful candidates who have filed for and established their status as veterans or disabled veterans. These credits are granted at the time of establishment of the eligible list on the following basis:

	Open-Competitive Exams	Promotional Exams
Veteran	5 points	2.5 points
Disabled Veteran	10 points	5 points

In most cases candidates may use their veteran's or disabled veteran's credits to gain appointment only once to a civil serviced position in New York State or local government, but effective January 1, 2014, veterans who previously used credits for appointment to a position in New York State or local government AND, after his or her appointment, are subsequently classified by the Veterans Administration as disabled, are eligible for an award of additional veteran credits. Such candidates are entitled to 10 additional credits on civil service examinations, minus the number of credits already used for the prior appointment.

The mere application for veteran's credits does not obligate an applicant to use such credits. Candidates who pass the examination will be notified of their standing on the eligible list with or without these additional credits. At the time of appointment eligible candidates will be asked to sign forms using or relinquishing these additional credits.