

# APPLICATION FOR VETERANS' CREDIT

## Madison County Department Of Personnel/Civil Service

P.O. Box 636

138 North Court Street

Wampsville, New York 13163

Telephone: (315) 366-2341 Fax: (315) 366-2725

Website: [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov)

Answer every question completely. Print or type only. Not valid unless accompanied by discharge document (*see B on attached page*).

1. Exam #: \_\_\_\_\_ Exam Title: \_\_\_\_\_

2. Name: \_\_\_\_\_  
(First) (MI) (Last)

3. Mailing Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Legal Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

4. Social Security Number: \_\_\_\_\_ 5. Service Serial Number: \_\_\_\_\_

6. Dates of Active Service: From: \_\_\_\_\_ To: \_\_\_\_\_

7. Are you a citizen of the United States or an alien lawfully admitted for permanent residence? Yes  No

8. Were you discharged under honorable conditions or released under honorable circumstances? Yes  No

9. Type of Veterans' Credits Claimed (check one):

Non-Disabled Veterans' Credits

Disabled Veterans' Credits U.S. Veteran's Administration Claim No. \_\_\_\_\_

Conditional Veterans' Credits (*I'm currently on active duty in the Armed Forces.*)

10. Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed on the following direction sheet. Yes  No

11 a. Have you **USED NON-DISABLED** veteran credits for a permanent appointment to a position in New York State or Local Government? Yes  No

If you answered "Yes" to 11a. above, you must answer 11b. If answered "No", please skip to 12.

11 b. After you were permanently appointed using non-disabled veteran credits, were you **subsequently** certified as having a service connected disability rated at 10% or more by the U.S. Department of Veteran Affairs? Yes  No

12. List ALL your public service employment since January 1, 1951. Attach additional sheet if necessary.

<b>DATES From - To</b>	<b>Employer Name and Address</b>	<b>Title of Your Position</b>	<b>Veterans' Credits Used Yes or No</b>

13. 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***SEE NEXT PAGE FOR FURTHER INSTRUCTION.***

# Instructions for the Application for Veterans' Credits

Madison County Personnel/Civil Service, 138 North Court Street, P.O. Box 636, Wampsville, NY 13163  
Phone (315) 366-2341; Fax (315) 366-2725; Website: [www.madisoncountyny.gov](http://www.madisoncountyny.gov)

## READ AND FOLLOW INSTRUCTIONS CAREFULLY

According to New York State Civil Service Law, additional credit for examinations may be granted to successful candidates who have claimed and have established status as a disabled veteran or non-disabled veteran. A candidate who is currently serving in the Armed Forces (*for other than training purposes*) may receive conditional veterans' credits. This credit is granted on the following basis:

	Open-Competitive <u>Examination</u>	Promotion <u>Examination</u>
**Disabled Veteran	10	5
Non-Disabled Veteran	5	2.5

**\*\*NOTE:** If you have used your non-disabled credit for appointment and are now certified disabled, such a veteran would be entitled to an additional grant of credits equal to the difference between 10 credits and the number of credits received at initial appointment or promotion.

In order that your application for additional credit as a veteran can be processed, follow the instructions below. Failure to follow these instructions completely may result in restriction on the eligible list. Please give this your immediate attention since Veterans' Credit cannot be granted after the eligible list has been established.

1. Answer all questions on page 1 of this form, attach documentary proof of your eligibility as specified under B. below and mail to the Madison County Department of Personnel/Civil Service.
2. To qualify for credit as a **disabled veteran**, the Department of Veterans Affairs needs to certify that you were disabled in the actual performance of duty in any war, that your disability is rated at 10% or more and your disability existed at the time of application for appointment or promotion. If you are disabled, you must request a "*Disability Record Authorization*" form from this office, in duplicate, and forward both copies immediately to your Regional Office of the United States Department of Veterans Affairs. The regional Department of Veterans Affairs must verify your disability status and return the "*Disability Record Authorization*" form to our office.

## A. ELIGIBILITY REQUIREMENTS

1. You were honorably discharged or released from the Armed Forces of the United States under honorable circumstances.
2. You have served on active duty in the Armed Forces of the United States during any of the following periods, as defined in Section 85 of the New York State Civil Service Law:
  - (a) December 7, 1941 to December 31, 1946; June 27, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; Persian Gulf-August 2, 1990 to the date upon which such hostilities end.
  - (b) U.S. Public Health Service: July 29, 1945 to December 31, 1946 or June 27, 1950 to July 3, 1952.

The Armed Forces expeditionary medal, Navy expeditionary medal or Marine Corps expeditionary medal for Hostilities in Lebanon: June 1, 1983 to December 1, 1987; Hostilities in Grenada: October 23, 1983 to November 21, 1983; Hostilities in Panama: December 20, 1989 to January 31, 1990.

3. If since January 1, 1951, you used your veterans' credits for permanent appointment or promotion in New York State or its civil divisions, you may not claim them again.
4. Citizen of the United States or alien lawfully admitted for permanent residence.
5. A resident of New York State at time of application for examination.
6. For conditional credit, you must be currently serving in the Armed Forces of the United States, for other than training purposes. Proof of either veteran or disabled veterans' status must be provided before the expiration of the eligible list.

**B. ACCEPTABLE DOCUMENTARY PROOF – Report of Military Separation:**

Report of Separation and Honorable Discharge and/or Certificate of Service. Acceptable military forms NAVPERS-553; NAVMC-78 PD; WDAGO-53, 98; DD 214. If your name is different from that shown on your Report of Separation and Honorable Discharge and/or Certificate of Service, include a marriage certificate or other legal document to verify the change.

NOTE: Any of the documents listed above, either the original or photocopy, will be considered as satisfactory evidence for each.

If you have any questions concerning procedures regarding your application, please write or phone this office. Include the number and title of the examination in the written inquiry.

**VA Regional Offices**

Main: Veterans Administration  
130 South Elmwood Avenue  
Buffalo, New York 14202-2478

Main: Veterans Administration  
245 West Houston Street  
New York, New York 10014

Counties under Buffalo office:

ALLEGHENY  
BROOME  
CATTARAGUS  
CAYUGA  
CHAUTAUQUA  
CHEMUNG  
CHENANGO  
CORTLAND  
ERIE  
GENESEE  
HERKIMER  
JEFFERSON  
LEWIS  
LIVINGSTON  
MADISON  
MONROE  
NIAGARA  
ONEIDA  
ONONDAGA  
ONTARIO  
ORLEANS  
OSWEGO  
ST. LAWRENCE  
SCHUYLER  
SENECA  
STEUBEN  
TIOGA  
TOMPKINS  
WAYNE  
WYOMING  
YATES

Counties under NYC office:

ALBANY  
BRONX  
CLINTON  
COLUMBIA  
DELAWARE  
DUTCHESS  
ESSEX  
FRANKLIN  
FULTON  
GREENE  
HAMILTON  
KINGS  
MONTGOMERY  
NASSAU  
NEW YORK  
ORANGE  
OTSEGO  
PUTNAM  
QUEENS  
RENSSELAER  
RICHMOND  
ROCKLAND  
SARATOGA  
SCHENECTADY  
SCHOHARIE  
SUFFOLK  
SULLIVAN  
ULSTER  
WARREN  
WASHINGTON  
WESTCHESTER