

APPLICATION FOR VETERANS' CREDIT

Answer every question. Not valid unless accompanied by discharge documents or other proof of active military service.	Do not write in this space.	Date	By
	1. Non-Disabled Credit Approved		
	2. Disabled Credit Approved		
3. Conditional Credit Approved			

Number and Title of Examination: _____

Name: _____

Home Address: _____
Street City State Zip

Legal Residence: _____
Street City State Zip

Social Security Number: _____

Service Serial Number(s) if applicable: _____

Indicate Dates of Active Service: _____

Are you a citizen of the U.S. or alien lawfully admitted for permanent residence: ☐ Yes ☐ No

Type of Veterans' Credit Claimed (check one):

- ☐ Non-Disabled Veterans' Credit
- ☐ Disabled Veterans' Credit – V.A. Claim # : _____
Date two copies of Authorization for Disability Record sent to the VA _____
- ☐ Conditional Veterans' Credit (I am currently on active duty in the Armed Forces.)

LIST ALL YOUR PUBLIC SERVICE EMPLOYMENT

From	Dates – To	Employer Name & Address	Title of Your Position	Veterans' Credit Used Yes/No

(Attach additional sheets if necessary)

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: _____

**ORANGE COUNTY DEPARTMENT OF HUMAN RESOURCES
CIVIL SERVICE UNIT
255 MAIN STREET
GOSHEN NY 10924
TEL: (845) 862-7300 FAX: (845) 378-2373**

SEE INSTRUCTIONS ON BACK

READ AND FOLLOW INSTRUCTIONS CAREFULLY

Additional credit in examinations may be granted to successful candidates who have claimed and established Non-Disabled or Disabled Veteran status. A candidate who is currently serving in the Armed Forces (for other than training purposes) may receive Conditional Veterans' Credit. The following credit may be granted:

Open-Competitive Exams: Non-Disabled Veteran – 5.0 points. Disabled Veteran – 10.0 points.
Promotion Exams: Non-Disabled Veteran – 2.5 points. Disabled Veteran – 5.0 points.

Veterans' Credit may only be added to a passing score, and cannot bring a failing score (below 70.0) up to a passing grade. Veterans' Credit must be applied for prior to the establishment of the eligible list, and may only be granted at the time the eligible list is established. Candidates must file a separate Application for Veterans' Credit and Authorization for Disability Record (if applicable) for each examination for which Veterans' Credit may be claimed.

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.

HOW TO APPLY FOR VETERANS' CREDIT

To claim credit as a **NON-DISABLED VETERAN**, you must answer all questions on the reverse side of this form, attach documentary proof of your eligibility (such as DD Form 214 [Member-4 Copy], NAVPERS-553, NAVMC-78 PD, WDAGO-53, 55, or WDAGO-53, 98). If your name is different from that shown on the aforementioned proof of eligibility, include a legal document to verify the change. Submit this form with your Application for Examination/Employment or no later than sixty (60) days from the examination's last filing date. The proof you submit must document the following:

1. That you are a citizen of the United States or an alien lawfully admitted for permanent residence, and that you are a resident of New York State at the time of application for appointment or promotion.
2. That you served on active duty with the Armed Forces of the United States (other than for training purposes).
3. That you were honorably discharged, released under honorable conditions, or meet the requirements under the Restoration of Honor Act.
4. That you have not used your veterans' credit for permanent appointment in New York State government or its civil divisions since January 1, 1951.

To claim credit as a **Disabled Veteran**, in addition to establishing your status as a war veteran as outlined above, you must also complete an Authorization for Disability Record, in duplicate, and forward both copies of the form immediately to the Regional Office of the United States Veterans' Administration. The VA will retain one copy, and forward the other to this office. Please note that to be considered as a Disabled Veteran, in addition to the above-referenced criteria, you must document a war-incurred disability rated at 10% or more.

10/01/2026