

January 22, 2020

Re: NYS Court Officer-Trainee 45-815

Dear Applicant:

On your application for the above examination(s), you indicated that you are eligible to receive Veteran Credits toward your final score. If you wish to be considered for credits, **a copy of this letter**, and the following information must be provided prior to the establishment of the eligible list.

**Please check the appropriate box:**

- I wish to be considered for five (5) points as a **Non-Disabled** veteran.
- I wish to be considered for ten (10) points as a **Disabled** veteran.
- I used non-disabled veteran points in the past to obtain an appointment. Subsequently, the United States Department of Veteran Affairs determined that I am a qualified disabled veteran. I wish to be granted 10 points minus the number of non-disabled points used previously.

All applicants must also complete the question below.

**Please check the appropriate box:**

- Yes  No Have you ever been appointed to a New York State or local governmental agency position using Veteran Credits? If so, explain details on separate sheet.

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Application ID: \_\_\_\_\_

**All submissions should include** an attached **legible photocopy** of your **DD214 Report of Separation** which indicates that you have served full time active duty in the Armed Forces of the United States, other than active duty for training purposes, during one of the eligible periods as indicated on the application, and have been **honorably discharged** or **discharged under honorable circumstances**. If you are a current active duty member without a DD214, you should submit a copy of your most recent orders for conditional veteran credits consideration. Candidates granted conditional veteran credits must submit a DD214 within 30 days of separation from service.

**Disabled Veteran Credits**– in addition to the DD214 (Report of Separation) disabled veterans must **also** attach documentation issued by the United States Department of Veterans Affairs indicating that you have a combined service connected disability rated at ten percent (10%) or greater. Acceptable documentation includes the most recent Summary of Benefits Letter or other written proof issued by the United States Department of Veterans Affairs.

**Return all paperwork to:** [CSAveteran@nycourts.gov](mailto:CSAveteran@nycourts.gov)

Should you have any questions regarding this matter, you may e-mail [CSAveteran@nycourts.gov](mailto:CSAveteran@nycourts.gov)

Very truly yours,

Examination Unit