

**Veteran Credits Form
Clerical Assistant (45-837)**

On your application for the above examination(s), you indicated that you are eligible to receive Veteran Credits toward your final score, if you pass the examination(s). You must **(1)** check the appropriate box in Sections One *and* Two; **(2)** print /sign/date; **(3)** submit the completed form *with the required documentation* prior to the establishment of the eligible list to: CSA@nycourts.gov .

Section One: All applicants must check the appropriate box:

Yes No Have you ever been appointed (hired or promoted) to a New York State or local governmental agency position using Veteran Credits? **If yes, submit details with your e-mail.**

Section Two: All applicants must check the appropriate box and print/sign/date:

- I wish to be considered for five (5) points as a **Non-Disabled** veteran. (See "A" for documentation requirements)
- I wish to be considered for ten (10) points as a **Disabled** veteran. (See "B" for documentation requirements)
- 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. (See "C" for documentation requirements)

Print Name: _____ **Sign:** _____ **Date:** _____

Documentation Requirements:

A: Non-Disabled Veteran Credits (5 points): DD214 (Report of Separation)—a 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.

B: Disabled Veteran Credits (10 points): 1) DD214 (Report of Separation); and 2) VA Summary of Benefits Letter— disabled veterans must submit 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 **VA Summary of Benefits Letter** or other written proof issued by the United States Department of Veterans Affairs.

C: "Subsequently Determined Disabled" Veteran Credits:

- 1) **DD214 (Report of Separation);**
- 2) **VA Summary of Benefits Letter** (most recent);
- 3) **Proof of date the VA originally determined you service connected disabled** (rated at ten percent (10%) or greater);
- 4) **Statement of when and agency you used non-disabled veteran points** (Date of appointment and the name of appointing NYS or local agency)

Return completed form and documents to: CSAveteran@nycourts.gov