



**CLAIM FOR VETERAN PREFERENCE CREDIT ON A
CIVIL SERVICE EXAMINATION
(TO BE COMPLETED BY APPLICANT)**

INSTRUCTIONS: Please type or print in ink. Sign and return to:
CPS HR Consulting
ATTN: CUNY Examination
2450 Del Paso Road, Suite 160, Sacramento, CA 95834

NAME (LAST, FIRST, MIDDLE INITIAL)		BIRTH NAME OR ANY OTHER NAME		SOCIAL SECURITY NUMBER	
HOME ADDRESS (NUMBER, STREET, BOROUGH OR TOWN, STATE, ZIP CODE)			DATE OF BIRTH	OFFICE TELEPHONE NUMBER	
PERMANENT CIVIL SERVICE TITLE	DATE APPOINTED TO TITLE	COLLEGE		CUNY ORIGINAL APPOINTMENT DATE	

CHECK THE BOX FOR THE CREDIT FOR WHICH YOU ARE APPLYING:

- 1. I am a veteran as described in Section A of attached information sheet. (You must submit copy of DD-214 Member 4 document).
- 2. I am a disabled veteran as described in Section B of attached information sheet. (You must submit copy of DD-214 Member 4 document).

U.S. MILITARY RECORD (AS IT APPEARS ON DISCHARGE)			
DISCHARGE ISSUED TO (NAME)		SERVICE/SERIAL NUMBER	SOCIAL SECURITY NUMBER
BRANCH OF SERVICE	TYPE OF SERVICE (ACTIVE, ACDUTRA, OTHER)	DATES OF ACTIVE SERVICE Mo/Day/Year TO Mo/Day/Year	
TYPE OF DISCHARGE (HONORABLE, HON. CONDITIONS, DISHONORABLE, OTHER)		IF SERVICE WAS IN LEBANON, GRENADA OR PANAMA, DID YOU RECEIVE THE ARMED FORCES, NAVY OR MARINE CORPS EXPEDITIONARY MEDAL YES _____ NO _____	

TO BE COMPLETED BY DISABLED VETERAN ONLY

V.A. CLAIMS NO.	LOCAL OR REGIONAL OFFICE WITH YOUR V.A. RECORDS
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WARNING: Section 10-154 of the Administrative Code of the City of New York and Section 210.45 of the Penal Law make it a crime to knowingly falsify any information on this form, and a fine, imprisonment, or both may punish any application that knowingly falsifies any such information. In addition, knowing falsifying any material information on this document will automatically cause the disqualification of the applicant.

DECLARATION (by Applicant): I declare that I have read the above warning and that all the statement contained herein is true and correct to the best of my knowledge.

VERIFIED BY _____ TITLE _____ DATE _____

SIGNED _____ DATE _____

CLAIM FOR VETERANS PREFERENCE CREDIT INFORMATION SHEET

If you pass a civil service examination, you may be eligible for an additional points being added to your final examination score if you are a veteran or a disabled veteran. Please read carefully the requirements for being granted veterans preference credit on a civil service examination.

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process; download and complete the form and submit it to

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If applying using the downloaded form process, you must complete and submit the downloadable form to CPS by the close of the filing period. Regardless of method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the date of the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

If you are eligible for veteran or disabled veteran credit, additional points can be added to your score in a civil service examination as follows:

Open Competitive Examination	Veterans may add 8 points Disabled Veterans may add 13 points
Promotion Examination	Veterans may add 3 ½ points Disabled Veterans may add 6 points

Note: You may use Veterans or Disabled Veterans Credit only once after January 1, 1951, for appointment or promotion from a City, State, or County civil service list.

SECTION A: REQUIREMENTS FOR BEING GRANTED ADDITIONAL VETERAN PREFERENCE CREDIT:

1. Active service in the armed forces of the United States during any of the periods designated below. Active duty must have been full-time active duty other than active duty for training.

If you pass the written test, you may be eligible for the veteran preference credit if you have full time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

June 27, 1950, to January 31, 1955 (Korean Conflict)
February 28, 1961, to May 7, 1975 (Vietnam Conflict)
June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
*= Requires Expeditionary Medal
October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
*= Requires Expeditionary Medal
December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
*= Requires Expeditionary Medal
August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)

OR IN THE U.S. PUBLIC HEALTH SERVICE BETWEEN:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran preference credits in examinations.

2. Honorably discharged or released under honorable conditions.
3. Veterans' preference for service in Lebanon, Grenada and Panama will be limited to those who received the Armed Forces, Navy or Marine Corps Expeditionary Medal.

SECTION B: REQUIREMENTS FOR DISABLED VETERAN PREFERENCE:

1. Meet the requirements for veteran preference as listed above.
2. Have a war-incurred disability rated at 10% or more by the Veteran's Administration at the time of layoff.
3. Receive payments from the Veterans Administration or certified by the Veterans' Administration as entitled to receive payments for such disability based on a medical examination held within one (1) year of the day of layoff, or receiving payments from the Veterans' Administration for a disability certified as permanently stabilized.