Veterans' Preference Documentation Requirements

Career service applicants claiming Veterans' Preference are responsible for providing the required documentation at the time of submitting an application or prior to the closing date of the vacancy announcement. Career service applicants claiming Veterans' Preference must complete the Veterans' Preference section of the People First application, which meets the requirements of the Florida Department of Veterans' Affairs (FDVA) form VP-1.

Other documentation may also be required as per Rule 55A-7, Florida Administrative Code (F.A.C.). Below are examples of acceptable documentation:

l. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a Department of Defense document, commonly known as DD form 214 or military discharge papers, or equivalent certification from the United States Department of Veterans' Affairs (DVA), listing military status, dates of service and discharge type. [under categories a, b, c, d and f] Current reserve and Florida National Guard members who have served federal active duty (excluding activation for individual training) in any component of the United States Armed Forces for a period of time that does not require the issuance of a DD form 214, may submit a copy of the orders covering the federal activation period along with the Certification of Current Member of Reserve Component of the United States Armed Forces or the Florida National Guard, (FDVA form VP-2). [under category c]

2. Disabled veterans shall also furnish a document from the Department of Defense, the DVA, or the FDVA certifying that the veteran has a service-connected disability that is compensable under public laws administered by the DVA. [under category a]

3. Spouses of disabled veterans shall also furnish either a certification from the Department of Defense or the DVA that the veteran is totally and permanently disabled or an identification card issued by the FDVA; spouses shall also furnish evidence of marriage to the veteran and a statement that the spouse is still married to the veteran at the time of the application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability. [under category b]

4. Spouses of persons on active duty shall furnish a document from the Department of Defense or the DVA certifying that the person on active duty is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government or power; such spouses shall also furnish evidence of marriage and a statement that the spouse is married to the person on active duty at the time of that application for employment. [under category b]

5. The unremarried widow or widower of a deceased veteran shall furnish a document from the Department of Defense or the DVA certifying the service-connected death of the veteran, and shall further furnish evidence of marriage such as a marriage certificate, and certification that the spouse has not remarried by providing a completed Certification of Unremarried Widow or Widower (FDVA form VP-3). [under category d]

6. The mother, father, legal guardian, or unremarried widow or widower of a deceased member of the Armed Forces who died in the line of duty under combat conditions shall furnish the following [under category e]:

   a. Mother, or father, or legal guardian of the deceased member shall submit birth certificate, adoptions papers, or other legal documentation verifying the applicant is the parent and documentation from the Department of Defense certifying the service-connected death of the member was under combat-related conditions.
   b. Unremarried widow or widower of a deceased member shall furnish evidence of marriage, a Certification of Unremarried Widow or Widower (FDVA form VP-3), and documentation from the Department of Defense certifying the service-connected death of the member was under combat-related conditions.

7. Current reserve and Florida National Guard members shall provide a completed FDVA form VP-2 stating they are a current member of any reserve component of the US Armed Forces or the Florida National Guard signed by an immediate military supervisor. [under category g] Current reserve and Florida National Guard members who have served federal active duty (excluding activation for individual training) in any component of the United States Armed Forces for a period of time that does not require the issuance of a DD form 214, may submit a copy of the orders covering the federal activation period along with the Certification of Current Member of Reserve Component of the United States Armed Forces or the Florida National Guard, (FDVA form VP-2). [under category c]

FDVA
FLORIDA DEPARTMENT OF VETERANS' AFFAIRS
Honoring those who served U.S.

Certification of Current Member of
Reserve Component of the United States Armed Forces
or The Florida National Guard

To be completed by your IMMEDIATE MILITARY SUPERVISOR:

I certify that _____ is a current member of

_____(branch) **Reserve Component of the United States Armed**

Forces or **The Florida National Guard** (circle one) and is in "Honorable" standing as of this date.

_____   Date:_____
Signature of Immediate Military Supervisor

_____   _____
Supervisor's Printed Name and Rank   Military Supervisor's Telephone Number

To be completed by APPLICANT:

Section 295.07(1)(g), Florida Statutes, provides for Veterans' Preference in appointment and retention for a Current member of any Reserve Component of the United States Armed Forces or The Florida National Guard, serving honorably.

In order to receive Veterans' Preference in employment appointment and retention, this form documenting my current service must be returned to the Human Resources office along with Veterans' Preference Certification, FDVA form VP-1, in order to complete the application packet.

I certify that I am a Current member of _____,

honorably serving, that I intend to continue my military service, and that the following

information is accurate:

Address: _____

Home/mobile telephone(s): _____

By: _____   Date:_____
  Signature of Current Member

_____
  Printed name

Certification of Unremarried Widow or Widower

Section 295.07(1)(d), Florida Statutes, provides Veterans' Preference in appointment and retention for an unremarried widow or widower of a Veteran who died of a serviced connected disability and

Section 295.07(1)(e), Florida Statutes, provides Veterans' Preference in appointment and retention for an unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions.

In order to receive Veterans' Preference in employment appointment and retention, this form documenting the fact that I have not remarried, must be returned to the Human Resources office along with Veterans' Preference Certification, FDVA form VP-1, in order to complete the application packet.

To be completed by Unremarried Widow or Widower:

I certify that I, _____, was married to _____,

a member of _____ (branch) of the United States Armed Forces.

I further certify that I have not remarried since the date of his/her death.

_____   Date: _____
Signature of Widow or Widower

Printed name: _____

Home/mobile telephone(s): _____

Address: _____

Witness: _____   Date: _____

Printed name: _____

Address: _____