

## 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:

1. 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]



### VETERANS' PREFERENCE CERTIFICATION

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories, and not exempt under Section 295.07(4), Florida Statutes. Section 295.09, Florida Statutes, also provides Veterans' Preference for reinstatement, reemployment, and promotion. If you seek Veterans' Preference, please "check" the appropriate box, and provide this form and documentation of your status with your employment application, no later than the position advertisement closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

(a) A disabled veteran:

1. Who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or
2. Who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.

(b) The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

(c) A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

(d) The unmarried widow or widower of a veteran who died of a service-connected disability.

(e) The mother, father, legal guardian, or unmarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.

(f) A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

(g) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. If so, please attach FDVA form VP2, signed by your immediate military supervisor, to document your status.

Please submit this certification with your application, or as soon as possible, prior to the date that the position advertisement closes. **In order to receive Veterans' Preference and to complete your application, this form and documentation to prove your status must be returned to the Human Resources ("HR") office in accordance with Rule 55A-7.013, Florida Administrative Code.** Please contact HR at \_\_\_\_\_@\_\_\_\_\_ or \_\_\_\_\_, if you have any questions.

This statement is true to the best of my knowledge and belief.

By \_\_\_\_\_

Printed Name



**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.

\_\_\_\_\_  
Signature of Immediate Military Supervisor

Date: \_\_\_\_\_

\_\_\_\_\_  
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: \_\_\_\_\_  
Signature of Current Member

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed name

