

Veterans' Preference Documentation Requirements

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. Applicants claiming Veterans' Preference must complete the Veterans' Preference section of the 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:

A. Veterans, disabled veterans, and spouses of disabled veterans shall furnish:
[under category a]

- 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. Also, see additional requirements below.

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.

Spouses of disabled veterans shall also furnish: [under category b]

- 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,
- 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, and
- proof that the disabled veteran cannot qualify for employment because of the service-connected disability.

B. Spouses of persons on active duty shall furnish: [under category b]

- 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, and
- 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.

C. The unremarried widow or widower of a deceased veteran shall furnish:
[under category d]

- a document from the Department of Defense or the DVA certifying the service-connected death of the veteran,
- 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).

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

- documentation from the DOD or DVA certifying the service-connected death of the veteran, and
- in addition:

1. **Mother or father** of the deceased member shall submit birth certificate, adoption papers or other legal documentation verifying the applicant is the parent.

2. **Legal guardian** of the deceased shall submit the proper court documents establishing the legal authority for the Guardian.

3. **Unremarried widow or widower** of the deceased member shall submit evidence of marriage and a Certification of Unremarried Widow or Widower that the spouse is not remarried (FDVA form VP-3).

E. 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]