

What documents must be shown in order to claim Veterans' Preference?

1. DD Form 214

a) Disabled Veterans shall also furnish a document from the DoD or the DVA establishing that the Veteran has a service-connected disability. The type of disability does not have to be disclosed in most cases.

2. Spouses of disabled Veterans shall furnish an Award Letter stating that they are entitled to benefits under Chapter 35 from the VA or the DoD. This confirms that the Veteran is totally and permanently disabled. The spouse should also have an identification card issued by the DoD; spouses shall also furnish a marriage certificate or other official 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.

3. An un-remarried widow or widower of a Veteran who died of a service-connected disability shall supply documentation from the VA indicating the cause of death.

4. Spouses of active duty member shall furnish the following documents:

a) DoD or DVA documentation certifying that the Veteran 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.

b) Evidence of marriage.

c) Statement that the spouse is married to the Veteran on active duty at the time of application for employment.

5. The mother, father, legal guardian, or un-remarried widow or widower of a deceased Veteran shall furnish a document from the DoD showing the death of service member while on-duty status under combat-related conditions or the DVA certifying the service-connected death of the Veteran, and shall further furnish evidence of marriage. The legal guardian shall show the court documents establishing the Guardianship.

6. Current Reserve members and National Guard members should provide a signed memorandum from their military supervisor confirming their Active status in the Reserves or Guard.

Q: What happens if the documents are not supplied?

If any of these documents are missing during the application process, the employer must let the veteran know what is missing by email and give the applicant 5 business days to cure the deficiency.