

## 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 (member copy Service-2 or Member-4) 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 or state full-time active duty and operational support assignments (excluding activation for individual training) in any component of the United States Armed Forces or Florida National Guard 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 or state 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](#)) or document or form that similarly provides evidence regarding such the status. [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) or document or form that similarly provides evidence regarding such the status. [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](#)) or document or form that similarly provides evidence regarding such the status, 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 or a signed memorandum from his or her Commander or military human resource personnel stating that he or she is serving honorably. [under category g]

Prepared by DMS—Division of Human Resource Management  
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**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



## 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.

\_\_\_\_\_  
**Signature of Widow or Widower** Date: \_\_\_\_\_

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

Home/mobile telephone(s): \_\_\_\_\_

Address: \_\_\_\_\_

**Witness:** \_\_\_\_\_ Date: \_\_\_\_\_

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

Address: \_\_\_\_\_