



Veterans' Preference Documentation Requirements

501 S. Second St., Rm. 196, Springfield, IL 62756 • Phone 217-782-4783 • Fax 217-782-1022

Applicants claiming veteran's preference **MUST** submit documentation verifying eligibility at the time of testing or before a list of eligibles is sent to hiring agencies. If documentation is not submitted at this time, your name will not be listed as veteran's preference eligible. Once veteran status is established, additional documentation is not required unless there is a change in status. To receive veteran's preference, separation must have been under honorable conditions **and one** of the following conditions must be met:

- Served a total of at least six months in federal service or in the Illinois National Guard or Reserves
- Served for the duration of hostilities regardless of the length of engagement
- Released from active duty because of service-connected disability
- Discharged on the basis of hardship

1) Did you serve in the regular Army, Navy, Air Force, Marines or Coast Guard?

If **Yes**: Must submit a certified copy of DD214/15.

2) Have you been or are you currently in the Illinois National Guard or Reserves?

If **Yes**: Illinois National Guard members must submit a certified copy of NGB22, indicating character of service. Reserves must submit discharge orders or a certified copy of DD256, Discharge Certificate. If still serving in the Illinois National Guard or Reserves, a letter from the unit commander or Personnel indicating honorable service is required. If you were activated (excluding training) while an Illinois National Guardsman or Reservist, you should submit a certified copy of DD214/15.

3) Do you have a service-connected disability, verifiable through the United States Department of Veterans Affairs?

If **Yes**: Must submit proof of a service-connected disability from the United States Department of Veterans Affairs, ex. an award letter.

4) Are you a recipient of the Purple Heart?

If **Yes**: Must be indicated on a certified copy of DD214/15 or military orders or decoration certificate stating award of Purple Heart.

5) Are you the surviving, unremarried spouse of a veteran who suffered a service-connected death or the spouse of a veteran who suffered a service-connected disability that prevents the veteran from qualifying for civil employment?

If **Yes**: Must submit a certified copy of DD214/15, an award letter from the United States Department of Veterans Affairs, marriage certificate and a death certificate, if the veteran is deceased. Also, complete Spouse/Parent Veteran's Preference Request form available from the Department of Personnel.

6) Are you a parent of an unmarried veteran who suffered a service-connected death or a service-connected disability that prevents the veteran from qualifying for civil service employment?

If **Yes**: Must submit a certified copy of DD214/15, an award letter from the United States Department of Veterans Affairs and a death certificate, if the veteran is deceased. Also, complete Spouse/Parent Veteran's Preference Request form available from the Department of Personnel.

Copies of certified DD214/DD215 forms may be obtained from the Illinois Department of Veterans Affairs at 800-437-9824 or 217-524-4645 (TTY) or at the County Clerk's office where you registered your military service.