

Veterans' Preference Required Documents for Eligibility

Applicants who wish to claim Veterans' Preference are required to submit copies of certain documents. Click on the statement below to view the required documentation.

Veterans who served on active duty in the Air Force, Army, Coast Guard, Marine Corps, or Navy

*Only one of the documents listed is required to be submitted

- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General Discharge
- DD Form 256 (Discharge Certificate, Honorable)

Members currently serving on active duty in the Air Force, Army, Coast Guard, Marine Corps, or Navy

*Only one of the documents listed is required to be submitted

- Current military ID card (both sides)
- Letter from unit commander verifying service member is currently on active duty and in good standing
- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General Discharge
- DD Form 256 (Discharge Certificate, Honorable)

Current members of the National Guard or Reserve

*Only one of the documents listed is required to be submitted

- Current military ID card (both sides)
- Letter from unit commander verifying that service member is in good standing
- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General Discharge upon demobilization
- DD Form 256 (Discharge Certificate, Honorable)

Veterans of the National Guard or Reserve

*Only one of the documents listed is required to be submitted

- NGB Form 22 (National Guard) listing an Honorable or General Discharge
- NGB Form 55 (National Guard - Certificate of Honorable Discharge)
- NGB Form 56 (National Guard - Certificate of General Discharge)
- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General Discharge
- DD Form 256 (Discharge Certificate, Honorable)

Disabled Veteran

- Verification from the U.S Department of Veterans Affairs (VA) declaring that disability is service connected.

*In addition to submitting the verification above, veterans claiming a disability must also submit one of the documents below:

- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General Discharge
- DD Form 256 (Discharge Certificate, Honorable)
- NGB Form 22 (National Guard) listing an Honorable or General Discharge
- NGB Form 55 (National Guard - Certificate of Honorable Discharge)
- NGB Form 56 (National Guard - Certificate of General Discharge)

Spouse of Disabled Veteran

- Verification from the U.S. Department of Veterans Affairs that veteran has been declared unemployable due to a service connected disability.
- The front page of the most recent federal tax return showing both spouses. If the most recent return doesn't show both spouses due to marriage occurring between filing, then a marriage certificate is acceptable.

*In addition to submitting the verification above, a spouse of a disabled veteran must also submit one of the documents below:

- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General Discharge
- DD Form 256 (Discharge Certificate, Honorable)
- NGB Form 22 (National Guard) listing an Honorable or General Discharge
- NGB Form 55 (National Guard - Certificate of Honorable Discharge)
- NGB Form 56 (National Guard - Certificate of General Discharge)

Un-remarried Spouse of Deceased Veteran

- Veteran's Death Certificate
- Notarized statement that spouse has not remarried

*In addition to submitting the verifications listed above, an un-remarried spouse of a deceased veteran must also submit one of one of the documents below:

- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General
- DD Form 256 (Discharge Certificate, Honorable)
- NGB Form 22 (National Guard) listing an Honorable or General Discharge
- NGB Form 55 (National Guard - Certificate of Honorable Discharge)
- NGB Form 56 (National Guard - Certificate of General Discharge)

Dependent Parent of Disabled Veteran

- Verification from the U.S. Department of Veterans Affairs that veteran has been declared unemployable due to a service connected disability

*In addition to submitting the verification listed above, a dependent parent of a disabled veteran must also submit one of the documents below:

- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General
- DD Form 256 (Discharge Certificate, Honorable)
- NGB Form 22 (National Guard) listing an Honorable or General Discharge
- NGB Form 55 (National Guard - Certificate of Honorable Discharge)
- NGB Form 56 (National Guard - Certificate of General Discharge)

Dependent Parent of Deceased Veteran

- Proof of veteran's death while on active duty or active duty for training

*In addition to submitting the verification listed above, a parent of a deceased veteran must also submit one of the documents below:

- DD Form 214 (Member 4 or Service 2 copy) listing an Honorable or General
- DD Form 256 (Discharge Certificate, Honorable)
- NGB Form 22 (National Guard) listing an Honorable or General Discharge
- NGB Form 55 (National Guard - Certificate of Honorable Discharge)
- NGB Form 56 (National Guard - Certificate of General Discharge)

Submitting Required Documentation for Veterans Preference Status

Please submit the appropriate documentation indicating an Honorable or General Discharge and other necessary records by fax or mail to:

Stuart Clark
Personnel Cabinet
Applicant, Veterans and Recruitment Assistance Branch
501 High Street, 1st Floor
Frankfort, KY 40601
Fax: 502.564.0512

Applicants will be notified by email once the preference has been assigned.