HOW TO REQUEST

LEGACY CREDIT

Please note that *Legacy Credit* is for **Open-Competitive Examinations only**.

Ten (10) points can be added to the **passing** test score on an open-competitive exam for a candidate who is the child or sibling of:

- An individual who served the City of New York as a Firefighter, Police Officer, Emergency Medical Technician, or Paramedic and was killed in the line of duty; and/or
- An individual who served the City of New York as a Firefighter or Police Officer and died in the performance of duty as a result of the World Trade Center attack on September 11, 2001 or as the result of participation in the rescue effort that took place in response to the attack; and/or
- An FDNY EMS member in the service of the City of New York who died in the performance of duty as the result of the World Trade Center attack on September 11, 2001 or as the result of participation in the rescue efforts that took place in response to the attack.

A candidate can receive *Legacy Credit* for no more than one parent or one sibling. However, a candidate can receive *Legacy Credit* for both a parent and a sibling, in which case, the candidate may be entitled to 20 points.

*Legacy Credit* should be requested at the time of application but must be requested before the date the eligible list is established. If a candidate requests *Legacy Credit* after an application for an exam has been submitted, the candidate must notify CUNY in writing (see below). All claims for Parent *Legacy Credit* and/or Sibling *Legacy Credit* will be investigated and candidates will be required to present supporting documentation verifying their eligibility for the credits prior to appointment. You may use *Legacy Credit* **only once** for appointment from a City, State, or County open-competitive civil service eligible list from a jurisdiction within the State of New York. *Legacy Credit* will be added only to the final score of those candidates who **pass all parts** of the open-competitive examination.

The above description of *Legacy Credit* is only a summary of necessary conditions. The complete provisions are contained in the relevant statutory and decisional laws governing Parent and Sibling Legacy Credit.

**Requesting Legacy Credit:**

Your **written request** for Parent *Legacy Credit*, Sibling *Legacy Credit*, or both Parent and Sibling *Legacy Credit* must include the following eight (8) items:

1. Exam Title and Exam Number.
2. Applicant’s full name.
3. The Last 5-digits of the applicant’s Social Security Number.
4. Applicant’s mailing address.
5. Applicant’s daytime telephone number.
6. Statement from the applicant requesting to receive Parent *Legacy Credit* or Sibling *Legacy Credit* or both Parent and Sibling *Legacy Credit* added to the applicant’s test score.
7. Applicant’s signature (an original and not an electronic signature).
8. Documentation verifying the claimed *Legacy Credit*.

Before establishment of the eligible list, you may submit your written request to claim Parent *Legacy Credit*, Sibling *Legacy Credit*, or both Parent and Sibling *Legacy Credit*.

**For instructions on how to submit your written request, refer to the Veteran and Legacy Credit section of the Notice of Examination for the title you wish to claim *Legacy Credit*.**
Appropriate supporting documentation must:

1. Be from an official state or local agency or department to establish the deceased’s qualifying service, such as:
   - NYS Police and Fire Retirement System
   - NYS Workers’ Compensation Board
   - NY City Police Department
   - NY City Fire Department
   - NY City Board of Estimate

2. Establish proof of relationship eligibility, which can be satisfied through the following documents:
   - Birth certificates
   - Certificates of adoption
   - Baptismal certificate
   - Tax return or other government issued documentary proof to establish “child” status

Definitions:

To qualify for the *Legacy Credit* please note the following requirements:

1. Police or Fire service is defined as:
   - Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
   - Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
   - Service as an active volunteer member of a fire company at the time of his or her death.

   **Note:** Auxiliary police are defined as peace officers and are not eligible for *Legacy Credit* at this time.

2. Death occurred in the line of duty is defined as:
   - Having died as the natural and proximate result of an accident sustained in the performance of duty in the service
   - Did not cause such accident by his/her own willful negligence; and
   - At the time of such accident was actually a member of the policemen and firemen’s retirement system.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for whom one stands in loco parentis. Determinations for *Legacy Credit* eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. You may use *Legacy Credit* only once for appointment from a City, State, or County open-competitive civil service eligible list from a jurisdiction within the State of New York.

2. *Legacy Credit* will be added only to the final score of those candidates who pass all parts of the open-competitive examination.

3. *Legacy Credit* is only for open-competitive examinations and is not applicable for promotional examinations.

4. Claims for *Legacy Credit* (Parent, Sibling or both) cannot be made once the eligible list is established.