

Veterans Administration Claims Process Requirements
Written by William P. Geer
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1. Veterans Administration assistance center for your area is located at:
Atlanta VA Medical Center
VA Medical Center
Room 1C208
1670 Clairmont Road
Decatur, GA 30033-4004
[Map](#)
Phone: 404-728-7611
Fax : 404-327-4995
E-mail: Marilyn.Ferguson@va.gov
2. Collect all documentation associated with your claim submission before meeting with the VA assistance center.
3. Date you entered the reserve or active service which ever was first.
 - a. Copy of orders to support the date if you have them.
4. Date(s) you changed from reserve to active or active to reserve duty.
 - a. Copies of orders to support the date(s) if you have them.
5. Date you were discharged from all duty if you are no longer in the active or active reserve force.
6. Form DD-214 for each span of active duty, even if just for training.
7. Marriage certificate if married or ever married while serving.
8. Divorce decree if ever divorced while serving.
9. Description of medical condition(s) for which you are filing claim(s).
 - a. If you have multiple medical conditions, file all of them.
 - b. The VA considers several factors when reviewing claims:
 - i. Did the injury or illness occur while on active duty?
 - ii. Was the injury or illness documented by the military?
 - iii. Has the injury or illness been chronic over a period of time requiring military and/or civilian medical attention?
10. All medical records if you have them, if not, the VA will request them for you.
 - a. All Military medical records to support the claim.
 - b. All civilian medical records to support the claim.
 - c. Any statements or letters from military or civilian doctors to support the claim.
 - d. Having your own medical records may reduce the time it takes to process the claim and get a ruling.

11. You should select an independent sponsor agency such as the American Legion, VFW, DAV, AMVETS, or other recognized organization. You will have to declare which sponsor agency you select.
12. Drop in or schedule an appointment at the Veterans assistance center listed in item number 1.
 - a. The center will file your claim on-line and mail all information you provide to the VA.
 - b. The VA will request any military information you may not have in your possession.
 - c. The more information and documentation you have, the better.
 - d. If there is a reasonable case for you, the VA will schedule mandatory appointments for you to visit the closest VA hospital or clinic for evaluation of your medical condition.
 - e. The whole process may take up to one year to get a decision.