

VA claims organization checklist

Use the items that fit your situation. This is an organizing aid, not a filing requirement.

Reference / initials: _____ Date: _____

Before you file or discuss your next step

- ☐ Identify the conditions or issues you want to discuss.
- ☐ Locate relevant decision letters and note the date and review instructions.
- ☐ Identify separation documents and service treatment records, if available.
- ☐ List VA and private treatment providers and approximate treatment dates.
- ☐ Identify relevant medical records, test results, and firsthand statements.
- ☐ Read the current instructions for the claim or review option you are considering.
- ☐ Note any Intent to File completion date or other deadline that applies.
- ☐ Keep copies of documents and submission confirmations.

Conditions / issues and questions to investigate

Condition or issue	Question / record to locate

Important: Missing records do not always mean you must wait to contact VA. Evidence needs depend on the claim. VA may help obtain records; use its official instructions.

PATRIOT SUMMIT

VETERAN RESOURCES

Records, dates & questions

Track what you have, what you requested, and what you still need to ask.

Reference / initials: _____ Date: _____

Record request / submission tracker

Record / provider	Requested	Received / sent	Notes

Important dates - copy them from your own correspondence

Decision notice date: _____ Review deadline: _____

Intent to File date, if applicable: _____ Completion deadline: _____

Appointment or response due: _____ Confirmation saved: _____

Questions for VA, your provider, or your consultation

Official evidence guidance - reviewed October 17, 2026

<https://www.va.gov/disability/how-to-file-claim/evidence-needed/>

A checklist does not establish eligibility or guarantee an outcome. Do not write account passwords or Social Security numbers here. Keep completed worksheets in a private place.