



A final control sheet for the form, evidence packet, upload, and retained proof.

BEFORE UPLOAD

Verify form and packet

AT SUBMISSION

Confirm every attachment

AFTER SUBMISSION

Save the receipt and copy

READ FIRST

Submission day is quality control, not the time to rewrite the claim. Confirm that the intended form, conditions, evidence, and signatures are exactly what the VA will receive.

CONTROL 01

APPLICATION REVIEW



Correct current form

Confirm the form title, edition, claimant, and benefit requested.



Every condition listed

Compare the application against the claim overview and intended issue list.



Correct claim purpose

Initial, increase, secondary, section 1151, BDD, and other requests are described accurately.



Contact and payment information

Review address, phone, email, and direct-deposit information where requested.



Required signatures and dates

Confirm every required claimant or authorized signature is present.

CONTROL 02

EVIDENCE PACKET REVIEW



Files open and are readable

Check every PDF or image for missing pages, bad scans, upside-down pages, and password protection.



Filenames match the overview

Use the same document names referenced in the claim index.



Each condition has support

Current disability, qualifying basis, link when required, and severity evidence are accounted for.



Supporting forms are attached

Include applicable lay, release, PTSD, TDIU, dependent, or other issue-specific forms.



Duplicates and unrelated pages removed

Keep the packet focused without discarding relevant unfavorable evidence.

CONTROL 03

UPLOAD AND TRANSMISSION REVIEW

1. Select

Choose the intended claim and the correct document category.

2. Upload

Wait for every file to finish and confirm the attachment count.

3. Review

Compare the on-screen list with the final packet inventory.

4. Submit

Complete the final certification only after the review is finished.

CONTROL 04

PRESERVE THE FILING RECORD

COPY

Exact submitted packet

Keep the final application and every attachment in the same form that was sent.

DATE

Submission proof

Save the confirmation page, receipt, fax report, tracking record, or date-stamped copy.

NEXT

Next-action log

Record pending evidence, anticipated examinations, contact changes, and any VA response deadline.

STOP AND CORRECT

If the condition list, form, signature, claim lane, or attachment set is wrong, do not submit merely to finish. Correct the packet and preserve the intended effective-date strategy.

