

GREGG COUNTY VETERAN SERVICE OFFICE

OFFICE HOURS: 7:30-2:30 MONDAY – THURSDAY **APPOINTMENT ONLY**
ADDRESS: 1203-A EAST MARSHALL AVE LONGVIEW, TX 75601

PHONE NUMBER: 903-237-2674 / 2675 WE DO NOT ANSWER IF WE HAVE A CLIENT WITH US
FAX: 903-212-2197

Director: Kevin Marshall, US Navy Retired kevin.marshall@co.gregg.tx.us ext 2674
Assistant Director: Angela Stagg, US Army angela.stagg@co.gregg.tx.us ext 2675

Items Needed for a Strong VA Claim:

- **Current** medical diagnosis from: Doctor, MD, Surgeon, PCP, Psychologist, etc.
- **Chronic** condition: defined as persisting, long time, or recurring.
- **Link** back to active duty service.

Filing Initial Claim: Bring the following items/information with you:

- All DD214(s) "Member 4" for all periods of active service
- Service Treatment Records, paper copy or CD. We will scan in and return originals
- Civilian Treatment Records, paper copy or CD.
- Current Diagnoses
- Direct deposit account number, routing number and full name of bank institution.
[If you do not have with you, you can set up on ebenefits or call regional office to set up]

To Add New Condition(s) or Increase (%) to Already Service Connected Disability:

- Bring last VA rating decision letter(s)
- New Medical Diagnosis and condition(s)
- Proof condition(s) has/have deteriorated and or worsened
- Name and location of medical facility/doctor who diagnosed/treated the condition.

AMA Decision Review REQUIRES NEW EVIDENCE

- Last VA rating decision letter(s).
- New medical diagnosis / opinion to counter or dispute the VA's decision.
- Prepared (written or typed) statement to clarify why the VA's decision is wrong.
- Prepared (written or typed) statement to clarify why the VA's decision is a mistake.

Survivors Benefits, Death Benefits, Dependency and Indemnity Compensation (DIC):

- Veteran's last VA rating decision letter(s)
- Veteran's DD214 Military Discharge document
- Marriage license or certificate
- Death certificate
- Funeral and burial costs and receipts.
- Direct deposit account number, routing number, and full name of institution.
- Proof of current income and assets (in case we need to do a surviving spouse pension).
- Dependent child information (if under the age of 23 or declared a helpless child).

Filing for Dependent(s):

- Children/Dependent(s) names, birth date, place of birth, birth cert, adoption papers, and SSN.
- Spouse/Ex-spouse date of birth, SSN, date and place of marriage/divorce.
- Spouse/Ex-spouse previous marriages, former spouse(s) full name(s).
- Spouse/Ex-spouse date and place of previous marriage(s) and of divorce(s)/death.

Filing for Dependent Child (age 18-23) in High School or College:

- College age child (18-23) proof of school attendance from school admissions/registrar.
- Have college age child's full name, social security number and date of birth.

To Request a Copy of DD214 and or Medical Records and or Training Records:

- Go to: <https://www.archives.gov> Fill out the form SF180 and mail the form to the address indicated on the instructions provided on page 3. Or fax the form to the indicated fax number. All records in the archives will be mailed /emailed to you. Average wait time for records is 30-90 days.
- Go to VETRECS.archives.gov for the electronic request to obtain the DD214.

