**Mailing Instructions**

**You must keep a copy of all documents submitted to the VA for your records.**

Submit the application packet **certified mail w/return receipt** US Mail or other shipping which provides proof of delivery such as FedEx or UPS. Once the package has been delivered, keep proof of delivery with your copy of the VA application packet.

The application should be mailed to the VA Pension Maintenance Center, as listed below. If you do not receive a letter of acknowledgement from the VA within 45 days of mailing, please call the Department of Veterans Affairs at **877-294-6380** to confirm their receipt.  **Mail:**

**Department of Veterans Affairs   
Claims Intake Center  
ATTN: PHILADELPHIA PENSION CENTER  
PO BOX 5206  
JANESVILLE, WI 53547-5206**

**Fax:**

**ATTN: PHILADELPHIA PENSION MANAGEMENT  
1-215-842-4410**