

How to submit VA Form 21-22 online

Appointment of Veterans Service Organization as Claimant's Representative

Purpose

This document explains how to submit VA Form 21-22 (Appointment of Veterans Service Organization as Claimant's Representative) **online**. It provides step by step instructions and screenshots to help you complete the process. You will need to be signed into VA.gov and submit as a Veteran.

Note: You may not see each screen in these instructions. Skip to the next step if it does not apply to you.

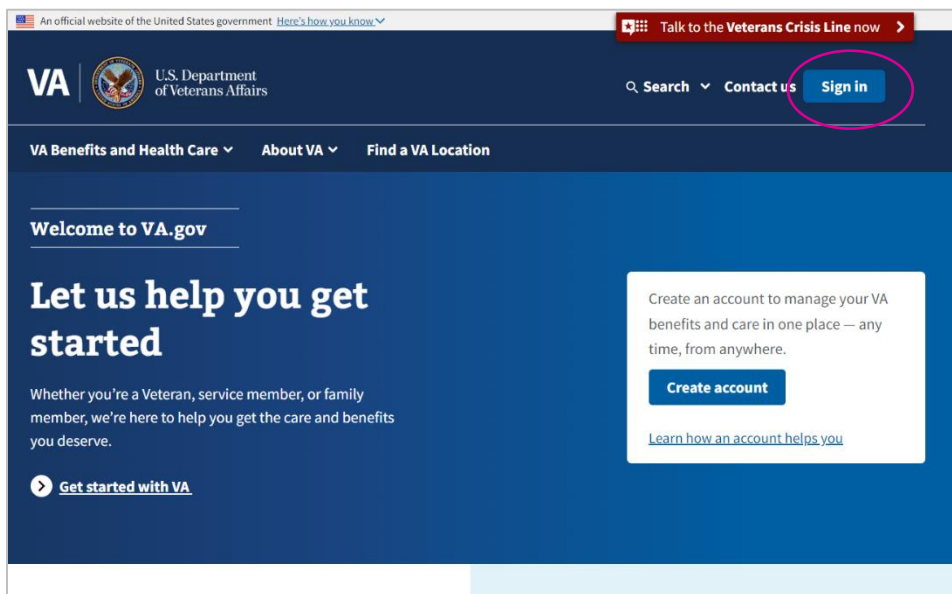
Instructions

1. Confirm that online submission is possible with your Veteran Service Organization

Because the VA is piloting this online submission feature, it's currently only available to some Veteran Service Organizations and their representatives. Before you try the online submission, confirm that the Veteran Service Organization you'd like to work with is currently accepting online submissions in the new Accredited Representative Portal (ARP).

2. Sign in to VA.gov

Sign in to VA.gov using the Sign in button in the upper right corner.



VA.gov homepage. See Sign in button in upper right corner.

If you have never signed into VA.gov, create a **Login.gov** or **ID.me** account to use for signing in.

- [How to create a Login.gov account for VA](#)
- [How to create an ID.me account for VA](#)

3. Go to the online form

To start the online form, go to [Fill Out Your Form To Appoint A VA Accredited Representative Or VSO](#) on VA.gov. Click on the “Fill out your form to request help” link.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22 and VA Form 21-22a

A VA accredited representative can help you file a claim or request a decision review.

Use our online tool to pre-fill your VA Form 21-22 to appoint a Veteran Service Organization (VSO). Or, use our online tool to pre-fill your VA Form 21-22a to appoint a VA accredited attorney or claims agent.

Your current accredited representative

Tamara Ellis

va_api_user+idme.001@gmail.com

[Download your accredited representative's contact information](#)

[Learn about accredited representatives](#)

We've prefilled some of your information

Since you're signed in, we can prefill part of your form based on your profile details. You can also save your form in progress and come back later to finish filling it out.

[Fill out your form to request help](#)

Follow these steps to pre-fill your form

- 1 Contact the accredited representative**

You'll need to contact the accredited representative you'd like to appoint to ask if they're available to help you.

If you'd like to work with an accredited VSO representative, you'll need to appoint their organization. You should contact them to confirm which organization they're accredited by. You'll need to select this organization on your form.

[If you don't know who you'd like to appoint](#)
- 2 Gather your information**

Here's what you'll need to complete this form:

 - Your Social Security number or VA file number
 - Your date of birth
 - Your mailing address and phone number
 - Your branch of service (only if you'd like to appoint an attorney or claims agent)
 - The name of the organization you'd like to appoint, if you'd like to work with an accredited VSO representative

If you're a dependent or surviving spouse, we'll ask you for some personal information about the Veteran or service member you're connected to.
- 3 Start your form**

We'll take you through each step of our online tool. It should take about 5 minutes.

After you complete your form, you'll need to download, print, and sign it. Then mail or bring your form to the accredited representative you're appointing. The accredited representative will sign your form and submit it for you.

[Fill out your form to request help](#)

Respondent burden: **5 minutes**

OMB Control #: **2000-0321**

Expiration date: **07/31/2026**

[View Privacy Act Statement](#)

Need help?

You can call us at [800-698-2411](tel:800-698-2411), ext. 0 (TTY: 711). We're here 24/7.

Form introduction

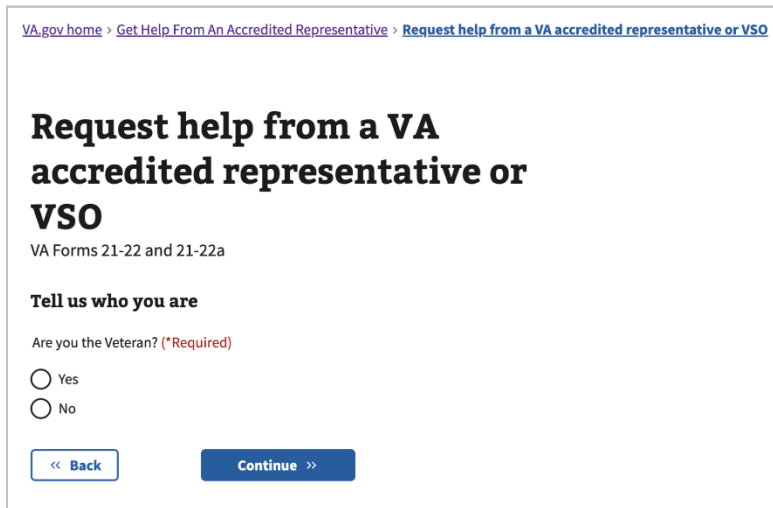
Updated March 21, 2025

4. Tell us who you are

Indicate if you are the Veteran.

Note: If you aren't the Veteran, you won't be able to submit this form online. You'll still be able to complete the online flow, but at the end of the process you'll be instructed to download, print, and sign the form which will need to be mailed or delivered to the representative to sign and submit to the VA.

Click "Continue."



VA.gov home > Get Help From An Accredited Representative > Request help from a VA accredited representative or VSO

Request help from a VA accredited representative or VSO

VA Forms 21-22 and 21-22a

Tell us who you are

Are you the Veteran? (*Required)

☐ Yes

☐ No

[<< Back](#) [Continue >>](#)

Screen to indicate if you are the Veteran

5. Search for and select the representative

Search for the representative you'd like to work with by entering the name of the representative or Veterans Service Organization you'd like to appoint.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Forms 21-22 and 21-22a

1 of 5

Accredited representative information

Select the accredited representative or VSO you'd like to appoint

Enter the name of the accredited representative or Veterans Service Organization (VSO) you'd like to appoint

Search

Note: If you don't know who you'd like to appoint, you can use our online tool to search for an accredited attorney, claims agent, or VSO representative.

[Find a VA accredited representative or VSO \(opens in new tab\)](#)

<< Back

Continue >>

Search screen

Review their information to confirm you have found the representative you'd like to work with. If this is the correct individual, click “Continue.”


[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO


VA Form 21-22

1 of 5

Accredited representative information

 **Contact the accredited representative**


You'll need to contact the accredited representative you've selected to make sure they're available to help you.


 **Jeff Urban**


[Check Veterans Service Organizations ^](#)

This VSO representative is accredited with these organizations:

- American Legion
- National Association of County Veterans Service Officers
- Michigan Veterans Affairs Agency
- Veterans of Foreign Wars

 [3434 M 119 Ste E](#)
[Harbor Springs, MI 49740](#)

 jurban@emmetcounty.org

 [231-348-1780](tel:231-348-1780)

<< Back

Continue >>

Search result example

6. Select **Online** for how to submit your request

You'll be presented with choices for how to submit your request. Select "Online" and click "Continue."

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

1 of 4 Accredited representative information

We'll save your application on every change. Your in-progress ID number is 41899.

Select how to submit your request

How do you want to submit your request? **(*Required)**

☒ Online

☐ By mail

☐ In person

Note: If you want to submit your request by mail or in person, you'll need to print your form at the end of our online tool. We'll provide instructions on how to submit it.

[<< Back](#) [Continue >>](#)

Screen to select submission method

7. Select the Veteran Service Organization

If your representative is accredited with multiple Veteran Service Organizations, you'll need to select which Veteran Service Organization (VSO) to appoint.

Ask your representative which organization to select so that online submission is possible. Select the organization and click "Continue."

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

1 of 5 **Accredited representative information**

Select the organization

This accredited VSO representative works with more than 1 organization.
Ask them which organization to appoint.

Note: You'll usually work with 1 accredited VSO representative, but you can work with any of the accredited VSO representatives from the organization you appoint.

Which VSO do you want to appoint? (*Required)

☐ American Legion

☐ National Association of County Veterans Service Officers

☐ Michigan Veterans Affairs Agency

☐ Veterans of Foreign Wars

[<< Back](#) [Continue >>](#)

Select Veteran Service Organization

8. Confirm that you want to replace your existing representative

If you currently have representation, you'll be presented with a screen that tells you that your existing representation will be replaced with the new representation. Review this information and click "Continue." If you don't currently have representation, you will not see this screen.

[Home](#) > [Get help from a VA accredited representative or VSO](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

1 of 4 Accredited representative information

We'll save your application on every change.

Replace your current accredited representative

You'll replace your current accredited representative with the new one you've selected.

You'll replace this current accredited representative:

Your current Veterans Service Organization (VSO)

Veterans of Foreign Wars

Note: You can work with any accredited VSO representative at this organization.

Veterans of Foreign Wars
200 Maryland Avenue NE
Washington DC, 20002

202-543-3329

You've selected this new accredited representative:

Disabled American Veterans
Brian Daniel

400 South 18th St., Rm. 119
Newark, NJ 07102

bdaniel@veterans.nj.gov

702-684-2997

[Finish this application later](#)

[« Back](#) [Continue »](#)

Screen if you have existing representation

9. Enter personal information

There will be a series of screens where you'll enter personal information. Provide the information being asked and click "Continue" to move from one screen to the next. Some information will be pre-filled for you based on what's in your VA.gov profile. Any changes you make to pre-filled information won't update the information in your VA.gov profile.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

2 of 4 Your information

Your name and date of birth

This is the information we have in your VA.gov profile. Any changes you make on this screen will only affect this application.

If you need to change this information in your VA.gov profile, you can call us at [800-827-1000, ext. 0 \(TTY: 711\)](tel:800-827-1000). We're here Monday through Friday, 8:00 a.m. and 9:00 p.m. ET.

First name **(*Required)**

Middle initial

Last name **(*Required)**

Suffix

Date of birth **(*Required)**
For example: January 19 2000

Month Day Year

[Finish this application later](#)

[<< Back](#) [Continue >>](#)

Screen to enter name and date of birth.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

2

 of 4 Your information

Your mailing address

Note: This is the information we have in your VA.gov profile. Any changes you make on this screen will only affect this application.

[Find out how to change your address in your VA.gov profile \(opens in a new tab\)](#)

☐ This address is on a United States military base outside of the U.S.

[Learn more about military base addresses](#) ▾

Country (*Required)

United States ▾

Street address (*Required)

4343 Rosemeade Pkwy

Street address line 2

City (*Required)

Dallas

State (*Required)

Texas ▾

Postal code (*Required)

75287

[Finish this application later](#)

<< Back

Continue >>

Screen to enter mailing address

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

2

 of 4 **Your information**

Your phone number and email address

This is the information we have in your VA.gov profile. Any changes you make on this screen will only affect this application.

Phone number (*Required)

2135693049

Email address

lakshmi.dhaval2@gmail.com

[Finish this application later](#)

<< Back

Continue >>

Screen to enter phone and email address

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22a

2

of 4

Your information

Your identification information

You must enter a Social Security number or VA file number. In most cases, your Social Security and VA file numbers are the same.

Note: This is the information we have in your VA.gov profile. Any changes you make on this screen will only affect this application.

If you need to change this information in your VA.gov profile, you can call us at [800-827-1000, ext. 0 \(TTY: 711\)](#). We're here Monday through Friday, 8:00 a.m. and 9:00 p.m. ET.

Social Security number (*Required)

796098273

VA file number

Service Number

[Finish this application later](#)

<< Back

Continue >>

Screen to enter your identification information

Updated March 21, 2025

12

10. Provide authorization for the representative to access certain medical records

Review the types of medical records that your representative may need access to. Choose whether to give them access to all, some, or none of these records. Click “Continue.” Depending on what you select, there will be a follow-up screen.

Note: Access to these records is not required but may affect the accredited representative’s ability to help you.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22a

4 of 5 Accredited representative authorizations

Authorization to access certain medical records

This accredited representative may need to access certain medical records to help you. You can authorize them to access all or some of these types of records:

- Alcoholism and alcohol abuse records
- Drug abuse records
- HIV (human immunodeficiency virus) records
- Sickle cell anemia records

Our records authorization policy +

Do you authorize this accredited representative to access your medical records? (*Required)

☐ Yes, they can access all of these types of records
☐ Yes, but they can only access some of these types of records
☐ No, they can't access any of these types of records

Note: You can cancel this authorization any time.

Screen to grant medical record authorization

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22a

4

 of 5 **Accredited representative authorizations**

Authorization to access certain medical records

You've authorized this accredited representative to access some of your medical records.

Select the types of records they can access (*Required)

☐ Alcoholism and alcohol abuse records

☐ Drug abuse records

☐ HIV (human immunodeficiency virus) records

☐ Sickle cell anemia records

<< Back

Continue >>

If you selected “Yes, but they can only access some of these records” on the prior screen, you will need to specify which records you will grant access to.

11. Provide authorization for the representative to change your address

Provide authorization for the representative to change your address.

Note: This authorization is not required but may affect the accredited representative's ability to help you.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22a

4

 of 5 Accredited representative authorizations

Authorization to change your address

This accredited representative can help you change the address on your VA records. If the address on your VA records is incorrect or outdated, it may take us longer to contact you and process your benefit claims.

Our address authorization policy

 +

Do you authorize this accredited representative to change your address on VA records? (*Required)

☐ Yes, they can change my address if it's incorrect or outdated

☐ No, they can't change my address

Note: You can cancel this authorization any time.

<< Back

Continue >>

Screen to grant address change authorization

12. Review your form and submit

Review the information you provided on the previous screens. If there is something you want to change, you can edit it on this page. Select the required checkboxes and click “Continue.” This will submit your form online to the representative, who will accept or decline your request in the Accredited Representative Portal.

You will receive an email notification with the representative’s decision. If the representative does not respond immediately, the online request remains active for 60 days after submission, and you will receive email notifications on Day 30 (expiration warning) and Day 60 (expiration confirmation) if the representative does not respond to the request.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

5 of 5 Review application

[Expand all +](#)

Accredited representative information	+
Your information	+
Veteran information	+
Accredited representative authorizations	+

Agree to the terms and conditions

Our terms and conditions	+
--------------------------	---

Note: According to federal law, there are criminal penalties, including a fine and/or imprisonment for up to 5 years, for withholding information or for providing incorrect information. (See 18 U.S.C. 1001)

☐ I agree to the terms and conditions (*Required)

☐ I accept that this form will replace all my other VA Forms 21-22 and 21-22a (*Required)

Please read and accept the [privacy policy \(opens in a new tab\)](#).

☐ I have read and accept the privacy policy. (*Required)

Note: You can't edit the information for your form after this step.

[<< Back](#) [Continue](#)

Review screen


13. Save a copy of the form

If you would like a copy for your records, you can save a copy of the form or print the confirmation page.

[VA.gov home](#) > [Get Help From An Accredited Representative](#) > [Request help from a VA accredited representative or VSO](#)

Request help from a VA accredited representative or VSO

VA Form 21-22

 **You've submitted your form to appoint the accredited representative on February 25, 2025**
We've sent your form to the Veterans Service Organization you'd like to appoint.

Save a copy of your form

If you'd like a PDF copy of your completed form, you can download it.

[Download a copy of your form \(PDF\)](#)

Information you submitted on this form +

Print this confirmation page

If you'd like to keep a copy of the information on this page, you can print it now.





[Print this page for your records](#)

What to expect next

The Veteran Service Organization (VSO) is reviewing your request. Your request will expire on **April 26, 2025**.

After the VSO reviews your request, we'll send you an email with their decision.

Note: Don't submit another request before we email you. If you submit another request, you'll cancel your current one.

 **Connecticut Department of Veterans Affairs**
Paul Spedaliere
 287 West St
Rocky Hill, CT 06067
 paul.spedaliere@ct.gov
 860-616-3769

[Go back to VA.gov](#)

Screen to save a copy and print the confirmation page