



PREPARING FOR SBA VETERAN SMALL BUSINESS CERTIFICATION / RECERTIFICATION

The U.S. Small Business Administration (SBA) provides small businesses access to resources such as training, business counseling, access to capital, and more. Most resources are provided free of charge. SBA's Veteran Small Business Certification Program (VetCert) allows service-disabled veteran-owned small businesses (SDVOSBs) the opportunity to compete for federal sole-source and set-aside contracts across the federal government. Certified veteran-owned small businesses (VOSBs) may also compete for sole-source and set-aside contracts from the Department of Veterans Affairs (VA).

VERTCERT UPDATES

1. Recertification is now open! Currently certified businesses are eligible to apply as early as 120 calendar days before their expiration. 120-day reminders are sent out via the Veteran Certification Management System (VCMS).
2. Advanced search features with multiple filters are available now. [Visit SBA's dynamic small business search \(DSBS\)](#). Veteran-owned and service-disabled veteran-owned small business certifications are listed under the "Government Certifications" section of the DSBS main search page.
3. Join us for Preparing for SBA's Veteran Small Business Certification Webinars; [Click to register](#).

BEFORE YOU BEGIN

You will need to do a few preliminary things to be ready for the application process:

1. Be registered in [SAM.gov](#) and have your Unique Entity Identifier (UEI) and company's bank account number handy.
2. Visit [Frequently Asked Questions](#).
3. Gather the required documentation detailed in the table below.

APPLYING

To apply, visit the [Veteran Small Business Certification portal](#) to establish an account and login. The following tables detail some of the questions you will be asked in the application along with the anticipated required documentation based upon the answer to each step. Keep in mind that the SBA reviewer may ask for additional information depending on the individual situation.

ELIGIBILITY

To apply for certification or recertification as a VOSB or SDVOSB, a firm must meet the following requirements:



- ✓ Be considered a small business as defined by the size standard corresponding to at least one NAICS code listed in the business's [SAM.gov](#) profile.



- ✓ No less than 51 percent of the business must be owned and controlled by one or more veterans.



- ✓ For certification as an SDVOSB, no less than 51 percent of the business must be owned and controlled by one or more veterans rated as service-disabled by VA.



For those veterans who are permanently and totally disabled and unable to manage the daily business operations of their business, their business may still qualify for certification as an SDVOSB if their appointed permanent caregiver is assisting in that management. Additionally, spouses who assume ownership and control of a participant company after the death of such a veteran may continue to qualify for this program.

Who is Preparing the Application?

| Preparer | Required Documentation |
|--|---|
| Contractor/Consultant | Contract between contractor/consultant and business owner |
| If it is a Surviving Spouse who has not remarried | Proof of Marriage such as a marriage certificate |
| If it is a permanent caregiver for a veteran with a permanent, total, service-connected disability | Caregiver's formal appointment Written determination from the VA that the veteran has a permanent and total service-connected disability |

Business Information

| Question | Required Documentation |
|---|--|
| If Veteran is not highest compensated person in the Business | Written explanation of the situation detailing who is highest compensated and the business reasons for such compensation |
| Does the Business Have Any Franchise Agreements? | Franchise Agreement |
| Is the Business currently Past Due on any Taxes, Liens, Federally Backed Loans, or Outstanding Tax Returns? | Letter of explanation regarding any delinquencies, including amounts and to whom owed |
| Is the Owner or any Family Household Members of an owner a Federal Employee in a GS-13 (or equivalent) position or above? | Letter of Non-Objection from the federal employee's ethics official |
| Does the Veteran Have a Permanent Caregiver? | Written determination from the VA that the veteran has a permanent and total service-connected disability |
| Is the Business Owned by a Trust? | Trust agreement demonstrating the trust is revocable, and veterans are the grantors, trustees, and the current beneficiaries of the trust. Other types of trusts are not eligible for the program. |

Documents Required Based Upon the Entity Type of the Applicant Business

| Business Type | Required Documentation |
|---|--|
| Sole Proprietorship | <p>One of the following three documents to demonstrate the business legally exists and is in operation:</p> <ol style="list-style-type: none">1. IRS SS4 TIN issuance letter with correct name and EIN2. Fictitious Name Certificate or Certificate of Trade Name3. Copy of most recent Schedule |
| Limited Liability Company (LLC) | <ol style="list-style-type: none">1. Copy of Articles of Organization, or equivalent, including all amendments as filed with the State of Formation2. Certificate, or equivalent, issued by State of Formation showing creation of LLC, as available3. Operating Agreement, including all amendments4. Minutes demonstrating or establishing the current operating practices. When signed and dated, these legally serve as evidence of important actions such as:<ol style="list-style-type: none">a. Election or appointments of officersb. Adoption/implementation of operating agreements or voting agreementsc. Business decisionsd. Voting |
| Partnerships - General | <ol style="list-style-type: none">1. Partnership Agreement, including all amendments2. One of the following four documents to demonstrate the business legally exists and is in operation:<ol style="list-style-type: none">a. Copy of most recent Schedule K-1sb. Copy of most recent Schedule C for proprietorshipc. IRS SS4 TIN issuance letter with correct name and EINd. Fictitious Name Certificate or Certificate of Trade Name |
| Partnerships - Limited (LP), Limited Liability (LLP) | <ol style="list-style-type: none">1. Partnership Agreement, including all amendments2. Certificate, or equivalent, issued by State of Formation showing creation of Partnership, as available3. Minutes demonstrating or establishing the current operating practices. When signed and dated, these legally serve as evidence of important actions such as:<ol style="list-style-type: none">a. Election or appointments of officersb. Adoption/implementation of partnership agreements & amendmentsc. Business decisionsd. Voting |

Corporation

1. Copy of Articles of Incorporation, or equivalent, including all amendments as filed with the State of Formation
 2. By-laws: All corporate by-laws and all amendments, signed and dated as of their effective date
 3. Certificate, or equivalent, issued by State of Formation showing creation of Corporation, as available
 4. Shareholders Agreements, including all amendments
 5. Minutes demonstrating or establishing the current operating practices. When signed and dated, these legally serve as evidence of important actions such as:
 - a. Election or appointments of officers
 - b. Adoption/implementation of bylaws and voting agreements
 - c. Business decisions
 - d. Voting
 6. Copy of the most recent Stock Ledger adopted in the minutes or by resolution. A stock ledger provides crucial information about the stockholders of the company such as:
 - a. Stockholder name
 - b. Stockholder's certificate number
 - c. Date the person became a stockholder
 - d. Number of shares registered to each stockholder
 - e. Class of shares held by the stockholders, e.g., voting shares
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For More Information

Website: www.sba.gov/vetcert

Email: vetcert@sba.gov

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All SBA programs and services are extended to the public on a nondiscriminatory basis.

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