

Disabled Veteran Business Enterprise (DVBE) Certification Support Document Requirements

1. Expedited Processing:

- Applicants that require this certification for a current bid must provide a copy of the bid solicitation page identifying the state agency (or reciprocity partner), contract name, and Bid Due Date (BDD).

2. First Time Applicants must provide:

- Internal Revenue Service (IRS) official documentation verifying the firm's Federal Employer Identification Number (FEIN) or Social Security Number (SSN).
- For each disabled veteran owner and/or manager, an Award of Entitlement letter, eBenefits Service/Benefit Verification letter, or Retired/Retainer letter from the U.S. Department of Veterans Affairs (1-800-827-1000) or Department of Defense (1-800-321-1080).
 - The letter must be dated within one year of the OSDS receiving your DVBE Certification Application.
 - The letter must certify or declare a service-connected disability rating of at least 10 percent.

3. All DVBE Applicants must provide:

- Federal Income Tax Returns for the applicant business for the three most recently completed tax years (or for the number of years in business, if less than three)
 - Include all pages, forms, schedules, and statements for each tax return.

Exceptions:

- New businesses without applicable business tax returns must enter the Date Business Started, and provide all pages of the qualifying disabled veteran owner's most recent Individual Federal Tax Returns.
- If the most recent tax return has not been prepared, complete and submit the Affidavit of Income (AI) form, which is available at: Affidavit of Income (AI) form. Include the IRS tax extension, if applicable. Follow the instructions on the form.
- **Partnerships:** In addition to the business' Federal Income Tax Returns, provide Individual Federal Income Tax Returns for each of the partners for the three most recently completed tax years.
- **Equipment rentals:** Provide Individual Federal Income Tax Returns for each disabled veteran who owns equipment for the three most recently completed tax years.

- Disabled Veteran resume that communicates experience, education, knowledge, and qualifications.
- Business license from your city or county
- Seller's permit, if any

4. If Applicable, provide:

- DVBE Equipment Rental: Ownership requirements and support document listing: [How to Establish DVBE Ownership – New Certifications](#)
- Trust agreement and amendments, if ownership is held by a trust
- Franchise agreement and amendments, if any

DVBE Corporations:

- Corporate Articles of Incorporation
- Corporate bylaws and any amendments
- Corporate meeting minutes listing current elected corporate officers and directors or Statement of Information as filed with California Secretary of State.
- Stock Transfer Ledger and Stock Certificates for new applicants or changes in ownership

DVBE Partnerships:

- Partnership Agreement and amendments

NOTE: Individual Federal Income Tax Returns are required for each partner.

DVBE Limited Liability Partnerships (LLPs):

- Partnership Agreement and amendments
- Limited Liability Partnership Registration as filed with the California Secretary of State

NOTE: Individual Federal Income Tax Returns are required for each partner.

DVBE Limited Liability Companies (LLCs):

- Articles of Organization

- Operating Agreement and amendments
- LLC Statement of Information, as filed with the California Secretary of State

NOTE: LLC must be wholly owned by qualifying disabled veterans.

DVBE Joint Ventures (JVs):

- One or more DVBE joint venture partners must be certified as a DVBE.
- Provide the Joint Venture agreement.

ADDITIONAL SUPPORT DOCUMENTS THAT MAY BE REQUESTED BY OSDS

Do not send these documents unless requested by OSDS:

Domicile:

- Voter registration record issued by the County Registrar's Office
- California driver's license
- Residential lease agreement and cancelled checks – last three months
- Residential utility bill (e.g., Gas/Electric, Water, or Garbage Services) – last three months
- State income tax returns
- IRS Form 4506-T requesting a transcript of a tax return, upon just cause [Government Code § 14840(b)]

Business Ownership:

- Partnership agreement
- Office space utility bills
- Audited or unaudited business financial statements
- Business and/or personal bank signature cards
- Business and/or personal bank statements – last three months
- Business purchase agreement

- County-issued fictitious business name statement
- Cancelled checks for capital contributions
- Dissolution of corporation as filed with the Secretary of State
- Individual federal income tax returns
- Corporate organization meeting minutes
- Office space lease agreement and cancelled checks – last three months
- Stock purchase agreement
- Stock transfer ledger and stock certificates
- Webpage records and revisions

Employee Count:

- Professional employer organization employee records

Established Business:

- List of suppliers and manufacturers
- California Department of Tax and Fee Administration seller's permit
- Agreements: manufacturer, lines of credit, stock purchase, sales representative, distributor
- State-issued professional licenses, permits, or certificates