

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 certify or declare a service-connected disability rating of at least 10 percent. Must also include the name of the DV and current home address.

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 provide the official Date Business Started and 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. If one is not required, submit the name of the city and/or county contact person and their telephone number or a copy of the webpage or email for verification.
- Seller's permit, if any

4. If Applicable, provide:

- DVBE Equipment Rental: Ownership requirements and support documents: [How to Establish DVBE Ownership](#)
- Trust agreement and amendments, including a list of assets, 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 *listing* the current elected corporate officers and directors
- Stock Transfer Ledger and Stock Certificates for new applicants or changes in ownership since last certification approval

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 *listing* the current elected corporate managers and members

NOTE: LLC's must be (100%) 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.