Disabled Veteran Business Enterprise Certification Requirements – Frequently Asked Questions

The following FAQ's provides detailed information for firms that are applying or re-certifying their certification.

1. **Why is the certification program only for California disabled veterans? It should be like the federal disabled veteran program.**
   - The DVBE certification program is authorized by the California Military and Veterans Code Section 999 et seq. and mandates that the disabled veteran be domiciled in California.

2. **Must a DVBE business be located in California?**
   - No. The home office must be located within the United States. It cannot be a branch or subsidiary of a foreign firm. A foreign firm is considered a company outside of the United States.

3. **Does the corporation or a partnership have to be at least 51 percent owned by a disabled veteran to receive DVBE certification?**
   - Yes. One or more qualified disabled veteran can meet this requirement.

4. **Can a disabled veteran owning only 51 percent of a limited liability company receive certification?**
   - No. One or more disabled veterans must own 100 percent of a limited liability company.

5. **Must the disabled veteran manage and control the corporation?**
   - The disabled veteran must demonstrate his/her ability to manage and control the day-to-day operations of the firm, as well as, the overall destiny of the business.

6. **Do the disabled veteran majority owners who own at least 51 percent of the business need to also manage and control the daily operations of the firm?**
   - A disabled veteran who manages and controls the daily business is not required to be a business owner. However, an Award of Entitlement letter is required.

7. **What percentage rating of service-connected disability must a disabled veteran possess?**
   - A disabled veteran must possess at least a 10 percent service-connected disability rating as stated in the Award of Entitlement Letter.

8. **How do I obtain a copy of my Award of Entitlement Letter?**
   - To obtain a copy of your letter for free, you may go to [Veteran Affairs eBenefits Homepage](https://www.ebenefits.va.gov/). Under "Manage Benefits", click on VA Letters to register and obtain an updated copy of your letter. As a Veteran, there is no cost to you for this service.

9. **Do you need my Discharge Papers (DD214)?**
• No. Only the Award of Entitlement Letter is required.
• **Note:** The Letter must be dated within six months of the DVBE application date.

10. **Why do you need federal tax returns?**
• Federal tax returns are mandated by the California Military & Veterans Code. Tax returns aid in establishing that the disabled veteran is the majority owner of the business.

11. **Do I need to submit federal tax returns for businesses that are affiliated with my firm?**
• Business affiliates are not required to be disclosed to obtain DVBE certification. However, disclosure of business affiliates is a Small Business application requirement.

12. **Do I need to submit the Employment Development Department's Quarterly Contribution Return and Report of Wages (Continuation) DE 9C with my application?**
• No. This is a Small Business application requirement.

13. **Why do we need to provide the Penalty of Perjury Declaration (812C) every time I renew my DVBE certification?**
• An 812C is required for each application.

14. **How do I apply for DVBE certification?**
• For instructions on applying for DVBE certification go to [Apply for or Re-Apply for Certification as a Small Business and/or Disabled Veteran Business Enterprise](#) webpage.

15. **Can I renew my DVBE Certification online?**
• Yes. You may complete the online re-certification application via [Cal eProcure Home Page](#). Visit the [Apply for or Re-Apply for Certification as a Small Business and/or Disabled Veteran Business Enterprise](#) webpage for step-by-step instructions.

16. **What is the term for DVBE certification?**
• The term is one year unless the business also holds a Small Business certification that is designated as a microbusiness. Small businesses designated as a microbusiness receive a two-year term.

17. **How can I expedite my application?**
• For instructions on how to request an expedite refer to the [File Certification Expedite Request for Business](#) webpage.

18. **I didn’t get a certification letter. Can you send me one?**
• Yes. Contact the OSDS via phone or email to request a copy of your letter.
Office of Small Business & DVBE Services (OSDS)

If you have any questions in regards to the certification frequently asked questions, or the certification process, contact the office at (916) 375-4940 or OSDShelp@dgs.ca.gov.