

# Disabled Veteran Business Enterprise (DVBE) Certification Support Document Requirements

## 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% and must also include the name of the disabled veteran and current home address.

**All 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.

## 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 exist

## Equipment Rentals:

- 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 exist

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## **DVBE Certification Support Document Requirements - continued**

### **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

### **Partnerships:**

- Partnership Agreement and amendments
- Individual Federal Income Tax Returns for each of the partners for the three most recently completed tax years.

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

### **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.

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

### **Joint Ventures (JVs):**

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

#### **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).