

Disabled Veteran Business Enterprise Certification Requirements

All DVBE Applicants

- Certification Application, 812 (Rev. 12/2012) or Certification Online Application.
- Internal Revenue Service (IRS) documentation verifying the firm's Federal Employee Identification Number (FEIN) or Social Security Number (SSN) listed on application.
- Award of Entitlement Letter from - U.S. Department of Veterans Affairs (800-827-1000) or Department of Defense (800-321-1080). The letter must be issued within the last six months and verify a service-connected disability rating of at least 10 percent. **NOTE: Currently certified disabled veterans may submit the Service-Connected Disability Renewal Statement 812B (Rev. 4/16/09).**
- Business Federal Income Tax Returns - three (3) most recent
 - If the income tax return is on extension with the IRS, submit the Affidavit of Income form (Rev. 12/15/2009) and tax extension. If the gross annual receipts average \$14 million or more over the three previous tax years, also submit an audited or unaudited Business Income Statement.
- Up to Five (5): Six-digit United Nations Standard Products & Services Code (UNSPSC) from www.unspsc.org.
- Trust Agreements and amendments, when applicable.
- Franchise Agreement and amendments, when applicable.
- Business License.
- Disabled Veteran resume(s) which communicate experience, education, knowledge, qualifications (original applicants).
- Equipment rentals—Provide Individual Federal Income Tax Returns for each disabled veteran who owns equipment for the three most recently completed tax years, when applicable.

Refer to DVBE Equipment Ownership Requirements, when applicable

- [New Certifications](#) (Rev 12/15/09)
- [Renewal Certifications](#) (Rev 12/15/09)

ADDITIONALLY:

DVBE Partnerships (complete in addition to "All Applicants" & "DVBE Applicants" sections)

- Partnership Agreement and amendments.

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

DVBE Limited Liability Partnerships (complete in addition to "All Applicants" & "DVBE Applicants" sections)

- Partnership Agreement and amendments.
- The most recent Limited Liability Partnership Registration (LLP-1) as filed with the California Secretary of State.

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

DVBE Limited Liability Companies (LLC) (complete in addition to "All Applicants" & "DVBE Applicants" sections)

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

NOTE: Business must be exclusively owned by a disabled veteran(s).

DVBE Corporations (complete in addition to "All Applicants" & "DVBE Applicants" sections)

- Articles of Incorporation.
- Corporate meeting minutes listing the current elected corporate officers and directors, or the most recent "Statement of Information" as filed with the California Secretary of State.
- Corporate bylaws and amendments.
- Stock Transfer Ledger and Stock Certificates for original applicants or change in business structure.

DVBE Joint Venture Applicants

- Each coventurer must be certified as a DVBE.
- Joint Venture applications are certified on a bid-by-bid basis.
- Provide the Joint Venture agreement for the specific project that this Joint Venture will bid on.
- Solicitation for the specific project.
- Certification Application, 812 (Rev. 12/2012).

All Applicants - Additional Support Documents that may be requested include, but are not limited to:

Domicile:

- Voter registration record issued by the County Registrar's Office; or DMV Driver Record H6 Printout
- Residential Lease Agreement and cancelled checks - last three (3) months
- Residential Utility Bill (e.g., PG&E, Water, or Garbage Services) - last three (3) months

Business Ownership:

- All Office Space Utility Bills
- Audited or unaudited Business Income Statement for businesses established in the current tax year
- Business and/or Personal Bank Signature card(s)
- Business and/or Personal Bank Statements – last three (3) months
- Business Purchase Agreement
- California County Issued Fictitious Business Name Statement
- California Franchise Income Tax Returns
- Cancelled Checks for Stock Certificates issued to all major stockholders
- Capital Contributions
- Declaration of Business Assets (movable or immovable)
- Disabled veteran(s) Individual Federal Income Tax Return for a corporation
- Dissolution of Corporation
- Initial corporate meeting minutes
- Office Space Lease Agreement and cancelled checks – last three (3) months
- Stock Purchase Agreement and amendments
- Stock Transfer Ledger and Stock Certificates
- Webpage records and revisions

Established Business:

- List of suppliers
- Sales Representative Agreement
- State Board of Equalization (BOE) California Seller's Permit
- Written Agreements or Lines of Credit

Experience:

- California State Issued Professional Licenses or Certificates