

## Paper Certification Requests

If you choose not to use our [online certification process](#), you can apply for Small Business and/or Disabled Veteran Business Enterprise (DVBE) certification using the paper "Request for Small Business and DVBE Certification". The paper process requires you to print, complete and submit a paper request (pages 1-5) along with the applicable support documents as specified on page(s) 6-8.

### Eligibility Requirements

#### Small Business

Must be independently owned and operated;

- Cannot be dominant in its field of operation;
- Must have its principal office located in California;
- Must have the officers of the business (in the case of a corporation); officers and/or managers, or in the absence of officers and/or managers, all members in the case of a limited liability company; partners in the case of a partnership; or the owner(s) in all other cases domiciled in California; and
- Together with its affiliates, be either:
  - A business with 100 or fewer employees, and an average annual gross receipts of \$15 million or less over the previous three tax years, or
  - A manufacturer with 100 or fewer employees.

#### DVBE

For DVBE certification purposes, a "disabled veteran" is:

- A veteran of the U.S. military, naval, or air service;
- The veteran must have a service-connected disability of at least 10% or more; and
- The veteran must be domiciled in California.

To be certified as a DVBE, your firm must meet the following requirements:

- Your business must be at least 51% owned by one or more disabled veterans;
- Your daily business operations must be managed and controlled by one or more disabled veterans
  - The disabled veteran who manages and controls the business is not required to be an owner of the applicant business; and
- Your home office must be located in the U.S. (the home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business).
- DVBE limited liability companies must be wholly owned by one or more disabled veterans.

### Required Support Documents

#### Small Business

- Page 6 and 7 of the Request for Small Business and DVBE Certification identifies business structures that must include specific support documentation.
- Page 9 also lists the additional support documents required for various business structures.

#### DVBE

- Page 7 and 8 of the Request for Small Business and DVBE Certification identifies specific support documentation that all DVBEs must submit.
- Page 9 also lists the additional support documents required for various business structures.

### **Paper Requests For Certification**

[Request For Small Business and DVBE Certification](#)

Submit your completed and signed paper requests for certification and Required Support Documents (as specified on the request) to:

Office of Small Business and DVBE Services  
707 3rd Street, 1st Floor, Room 1-400  
West Sacramento, CA 95605

### **Apply For Certification Online**

Applying online allows you to enter and submit gross annual receipts, number of employees and support documentation online. In most cases, an applicant can receive an immediate certification status.

[Online Application](#) (Accessibility Friendly)

If you are unable to download or access the applications or to receive a hardcopy by mail, please call (916) 375-4940 or email

[osdshelp@dgs.ca.gov](mailto:osdshelp@dgs.ca.gov).

### **The Certification Process**

Once the OSDS processes your request, you will be contacted via one of the following letters:

- Approval Letter: An official notice that your firm has been certified.
- Deficiency Letter: A request for additional information to further determine your certification eligibility.
- Denial Letter: An official notice that your firm has been determined ineligible for certification.

### **Need to Meet a Bid Deadline?**

See [Certification Expedite Process](#)

### **Need Help? Contact Us**

Email [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov) or call (916) 375-4940.