

Disabled Veteran Business Enterprise Certification Requirements

All Applicants

- Certification Application, 812 (Rev. 12/2012) or Certification Online Application.
- 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.

DVBE Applicants (complete in addition to "All Applicants" section)

- 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).

- Equipment rentals—Provide Individual Federal Income Tax Returns for each disabled veteran who owns equipment for the three most recently completed tax years.
- Business License.
- Disabled Veteran resume(s) which communicate experience, education, knowledge, qualifications (original applicants).
- Trust Agreement and amendments, when applicable.
- Franchise Agreement and amendments, when applicable.

Refer to DVBE Equipment Ownership Requirements, when applicable

- [New Certifications](#) (Rev 04/23/10)
- [Renewal Certifications](#) (Rev 04/23/10)

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

Employee Count:

- Professional Employer Organization (PEO) employee records

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

Perjury:

- Statement of fact addressing specific application requirements

Governing Codes: 2 CCR § 1896.70(c); 2 CCR § 1896.14(a) (1)