

DVBE CERTIFICATION
SUPPORT DOCUMENT REQUIREMENTS

1. Expedited Processing:

Applicants that require this certification for a bid must provide a copy of the bid solicitation page identifying the state agency (or reciprocity partner), contract name, and Bid Due Date (BDD).

2. 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 be dated within six months of the OSDS receiving your DVBE Certification Application.
 - The letter must certify or declare a service-connected disability rating of at least 10 percent

3. All DVBE 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 enter the Date Business Started in Section C, and provide 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:
<http://www.documents.dgs.ca.gov/pd/smallbus/AI.pdf> Include the IRS extension, if applicable. Follow the instructions on the form.

- Partnerships: In addition to the business' Federal Income Tax Returns, provide Individual Federal Income Tax Returns for each of the partners for the three most recently completed tax years.
- Equipment rentals: Provide 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
- Seller's permit, if any

4. If Applicable, provide:

- DVBE Equipment Rental: Ownership requirements and support document listing http://www.documents.dgs.ca.gov/pd/smallbus/DVBE_Equipment_Ownership_Requirements-New.pdf
- Trust agreement and amendments, if ownership is held by a trust
- Franchise agreement and amendments, if any

DVBE 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.
- Stock Transfer Ledger and Stock Certificates for new applicants or changes in ownership

DVBE Partnerships:

- Partnership Agreement and amendments

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

DVBE 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.

DVBE Limited Liability Companies (LLCs):

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

NOTE: LLC must be wholly owned by qualifying disabled veterans.

DVBE Joint Ventures (JVs) – Applications are certified on a bid-by-bid basis:

- Provide the bid solicitation for the specific project the JV is bidding
- Provide the Joint Venture agreement for the specific project.

ADDITIONAL SUPPORT DOCUMENTS THAT MAY BE REQUESTED BY OSDS

Do not send these documents unless requested by OSDS:

Domicile:

- Voter registration record issued by the County Registrar's Office
- California driver's license
- Residential lease agreement and cancelled checks - last three months
- Residential utility bill (e.g., Gas/Electric, Water, or Garbage Services) - last three months
- State income tax returns
- IRS Form 4506-T requesting a transcript of a tax return, upon just cause [Government Code § 14840(b)]

Business Ownership:

- Partnership agreement
- Office space utility bills
- Audited or unaudited business financial statements
- Business and/or personal bank signature cards
- Business and/or personal bank statements - last three months
- Business purchase agreement
- County-issued fictitious business name statement
- Cancelled checks for capital contributions
- Dissolution of corporation
- Individual federal income tax returns
- Corporate organization meeting minutes
- Office space lease agreement and cancelled checks - last three months
- Stock purchase agreement
- Stock transfer ledger and stock certificates
- Webpage records and revisions

Employee Count:

- Professional employer organization employee records

Established Business:

- List of suppliers and manufacturers
- California Board of Equalization seller's permit
- Agreements: manufacturer, lines of credit, stock purchase, sales representative, distributor
- State-issued professional licenses, permits, or certificates