The U.S. Small Business Administration (SBA) provides small businesses access to resources such as training, business counseling, access to capital, and more. Most, if not all, resources are provided free of charge. The SBA Veteran Small Business Certification Program allows small service-disabled veteran-owned businesses (SDVOSBs) the opportunity to compete for federal sole-source and set-aside contracts across the federal government. Certified veteran-owned small businesses (VOSBs) may also compete for sole-source and set-aside contracts from the Department of Veteran Affairs (VA).

**ELIGIBILITY**

To apply for certification as a VOSB or SDVOSB, a firm must meet the following requirements:

- Be considered a small business as defined by the size standard corresponding to at least one NAICS code listed in the business’s SAM.gov profile.
- No less than 51 percent of the business must be owned and controlled by one or more veterans.
- For certification as an SDVOSB, no less than 51 percent of the business must be owned and controlled by one or more veterans rated as service-disabled by VA.

**BEFORE YOU BEGIN**

You will need to do a few preliminary things to be ready for the application process:

1. Be registered in SAM.gov and have your Unique Entity Identifier (UEI) and company’s bank account number handy.
2. Gather the required documentation detailed in the table below.

**APPLYING**

To apply, visit the Veteran Small Business Certification portal to establish an account and login.

The following tables detail some of the questions you will be asked in the application along with the anticipated required documentation based upon the answer to each step. Keep in mind that the SBA reviewer may ask for additional information depending on the individual situation.

### Who is Preparing the Application?

<table>
<thead>
<tr>
<th>Preparer</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor/Consultant</td>
<td>Contract between contractor/consultant and business owner</td>
</tr>
<tr>
<td>If it is a Surviving Spouse who has not remarried</td>
<td>Proof of Marriage such as a marriage certificate</td>
</tr>
<tr>
<td>If it is a permanent caregiver for a veteran with a permanent, total, service-connected disability</td>
<td>Caregiver’s formal appointment</td>
</tr>
<tr>
<td></td>
<td>Written determination from the VA that the veteran has a permanent and total service-connected disability</td>
</tr>
</tbody>
</table>
## Business Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Veteran is not highest compensated person in the Business</td>
<td>Written explanation of the situation detailing who is highest compensated and the business reasons for such compensation</td>
</tr>
<tr>
<td>Does the Business Have Any Franchise Agreements?</td>
<td>Franchise Agreement</td>
</tr>
<tr>
<td>Is the Business currently Past Due on any Taxes, Liens, Federally Backed Loans, or Outstanding Tax Returns?</td>
<td>Letter of explanation regarding any delinquencies, including amounts and to whom owed</td>
</tr>
<tr>
<td>Is the Owner or any Family Household Members of an owner a Federal Employee in a GS-13 (or equivalent) position or above?</td>
<td>Letter of Non-Objection from the federal employee’s ethics official</td>
</tr>
<tr>
<td>Does the Veteran Have a Permanent Caregiver?</td>
<td>Written determination from the VA that the veteran has a permanent and total service-connected disability</td>
</tr>
<tr>
<td>Is the Business Owned by a Trust?</td>
<td>Trust agreement demonstrating the trust is revocable, and veterans are the grantors, trustees, and the current beneficiaries of the trust. Other types of trusts are not eligible for the program.</td>
</tr>
</tbody>
</table>

## Documents Required Based Upon the Entity Type of the Applicant Business

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Proprietorship</td>
<td>One of the following three documents to demonstrate the business legally exists and is in operation: 1. IRS SS4 TIN issuance letter with correct name and EIN 2. Fictitious Name Certificate or Certificate of Trade Name 3. Copy of most recent Schedule C</td>
</tr>
<tr>
<td>Limited Liability Company (LLC)</td>
<td>1. Copy of Articles of Organization, or equivalent, including all amendments as filed with the State of Formation 2. Certificate, or equivalent, issued by State of Formation showing creation of LLC, as available 3. Operating Agreement, including all amendments 4. Minutes demonstrating or establishing the current operating practices. When signed and dated, these legally serve as evidence of important actions such as: a. Election or appointments of officers b. Adoption/implementation of operating agreements or voting agreements c. Business decisions d. Voting</td>
</tr>
<tr>
<td>Partnerships - General</td>
<td>1. Partnership Agreement, including all amendments 2. One of the following four documents to demonstrate the business legally exists and is in operation: a. Copy of most recent Schedule K-1s b. Copy of most recent Schedule C for proprietorship c. IRS SS4 TIN issuance letter with correct name and EIN d. Fictitious Name Certificate or Certificate of Trade Name</td>
</tr>
</tbody>
</table>
### Partnerships - Limited (LP), Limited Liability (LLP)

1. Partnership Agreement, including all amendments
2. Certificate, or equivalent, issued by State of Formation showing creation of Partnership, as available
3. Minutes demonstrating or establishing the current operating practices. When signed and dated, these legally serve as evidence of important actions such as:
   - Election or appointments of officers
   - Adoption/implementation of partnership agreements & amendments
   - Business decisions
   - Voting

### Corporation

1. Copy of Articles of Incorporation, or equivalent, including all amendments as filed with the State of Formation
2. By-laws: All corporate by-laws and all amendments, signed and dated as of their effective date
3. Certificate, or equivalent, issued by State of Formation showing creation of Corporation, as available
4. Shareholders Agreements, including all amendments
5. Minutes demonstrating or establishing the current operating practices. When signed and dated, these legally serve as evidence of important actions such as:
   - Election or appointments of officers
   - Adoption/implementation of bylaws and voting agreements
   - Business decisions
   - Voting
6. Copy of the most recent Stock Ledger adopted in the minutes or by resolution. A stock ledger provides crucial information about the stockholders of the company such as:
   - Stockholder name
   - Stockholder’s certificate number
   - Date the person became a stockholder
   - Number of shares registered to each stockholder
   - Class of shares held by the stockholders, e.g. voting shares

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**For More Information**

Website: [www.sba.gov/vetcert](http://www.sba.gov/vetcert)

Email: vetcert@sba.gov

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All SBA programs and services are extended to the public on a nondiscriminatory basis.

May 2023