



PREPARING FOR SBA VETERAN SMALL BUSINESS CERTIFICATION/RECERTIFICATION

The U.S. Small Business Administration (SBA) provides small businesses access to resources such as training, business counseling, access to capital, and more. Most resources are provided free of charge. SBA's Veteran Small Business Certification Program (VetCert) allows service-disabled veteran-owned small 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 Veterans Affairs (VA).

VETCERT UPDATES

1. The one-year self-certification grace period ending December 31, 2023 is over for sole source and set aside self-certification. Unless Firms had applied before that date and are on the following site: [What Businesses Had Pending Applications with VetCert as of December 31, 2023?](#)
2. Advanced search features with multiple filters are available now. [Visit SBA's dynamic small business search \(DSBS\)](#). Veteran-owned and service-disabled veteran-owned small business certifications are listed under the "Government Certifications" section of the DSBS main search page.
3. VetCert webinars conducted on 2nd and 4th Thursdays of each month @ 2:00 p.m. ET. To secure your spot, [Webinar Training Schedule](#).
4. The 2024 National Defense Authorization Act (NDAA) will now require SDVOSB goaling and subcontracting credit to be VetCert qualified. Self-certification for goaling and subcontracting purposes will be allowed until December 22, 2024.
5. NDAA 2024 now establishes the Federal set aside goal to be 5%. That is an increased goal of an extra 2%.




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. Visit Frequently Asked Questions: [FAQ – VetCert Frequently Asked Questions - VetCert KB – Confluence](#).
3. Gather the required documentation detailed in the table below.

ELIGIBILITY

To apply for certification or recertification 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. 

For those veterans who are permanently and totally disabled and unable to manage the daily business operations of their business, their business may still qualify for certification as an SDVOSB if their appointed permanent caregiver is assisting in that management. Additionally, spouses who assume ownership and control of a participant company after the death of such a veteran may continue to qualify for this program.

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?

Preparer	Required Documentation
Contractor/Consultant	Contract between contractor/consultant and business owner.
If it is a surviving spouse who has not remarried	Proof of marriage such as a marriage certificate.
If it is a permanent caregiver for a veteran with a permanent, total, service- connected disability	Caregiver's formal appointment Written determination from the VA that the veteran has a permanent and total service- connected disability.

Business Information

Question	Required Documentation
If veteran is not highest compensated person in the business	Written explanation of the situation detailing who is highest compensated and the business reasons for such compensation.
Does the business have any franchise agreements?	Franchise Agreement.
Is the business currently past due on any taxes, liens, federally backed loans, or outstanding tax returns?	Letter of explanation regarding any delinquencies, including amounts and to whom owed.
Is the owner or any family household embers of an owner a federal employee in a GS-13 (or equivalent) position or above?	Letter of non-objection from the federal employee's ethics official.
Does the veteran have a permanent caregiver?	Written determination from the VA that the veteran has a permanent and total service-connected disability.
Is the business owned by a trust?	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.

Documents Required Based Upon the Entity Type of the Applicant Business

Business Type	Required Documentation
Sole Proprietorship	<p>One of the following three documents to demonstrate the business legally exists and is in operation:</p> <ol style="list-style-type: none"> 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.
Limited Liability Company (LLC)	<ol style="list-style-type: none"> 1. Copy of Articles of Organization, or equivalent, including all Limited Liability Company (LLC) 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: <ol style="list-style-type: none"> a. Election or appointments of officers b. Adoption/implementation of operating agreements or voting agreements c. Business decisions d. Voting
Partnerships - General	<ol style="list-style-type: none"> 1. Partnership Agreement, including all amendments. 2. One of the following four documents to demonstrate the business legally exists and is in operation: <ol style="list-style-type: none"> 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
Partnerships - Limited (LP), Limited Liability (LLP)	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Election or appointments of officers b. Adoption/implementation of partnership agreements & amendments c. Business decisions d. Voting

Business Type	Required Documentation
Corporation	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Election or appointments of officers b. Adoption/implementation of bylaws and voting agreements c. Business decisions d. 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: <ol style="list-style-type: none"> a. Stockholder name b. Stockholder's certificate number c. Date the person became a stockholder d. Number of shares registered to each stockholder e. Class of shares held by the stockholders, e.g. voting shares

ADDITIONAL IMPORTANT NOTE AS YOU SET UP AN ACCOUNT AND REGISTER FOR THE VETCERT PROGRAM:

1. Personal credentials don't match what VA has on file.
 - a. Ensure full name (First, middle, last, suffix Jr/Sr), Date of Birth, and personal residential address match VA's files.
2. Unsure of the credentials registered with VA?
 - a. Go to www.va.gov.
 - b. Login to your account or create an account.
 - c. Click "Go to your profile" under **My VA** at the top center of the page.
 - d. Click "Personal information" to view Name.
 - e. Click Contact information (Please make sure that there is an address in both the mailing and home address field). This will help the VA Validation to go through.
3. Make corrections to the SBA Vet Cert Application.
 - a. Go "Business Owner" page.
 - b. Click "View" to the right of owner's name. You will have to click save and continue until the (7th tab on left hand side). The info on this tab must be consistent with the data you have on file with www.va.gov.
 - c. The link below contains screenshots to assist with making corrections within your profile: [How do I update a personal address for verifications? - VetCert KB - Confluence \(atlassian.net\)](#).
 - d. **Please DO NOT resubmit the SBA VetCert Application until all information has been reconciled between the VA and SBA profiles.**

For More Information

Website: www.sba.gov/vetcert

Email: vetcert@sba.gov

Online Support: [Frequently Asked Questions](#)

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

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