



*Veterans in Business – Still Serving America*

# Verification Process

## Veteran-Owned Verification Program



U.S. Department of Veterans Affairs  
Office of Small and Disadvantaged Business Utilization

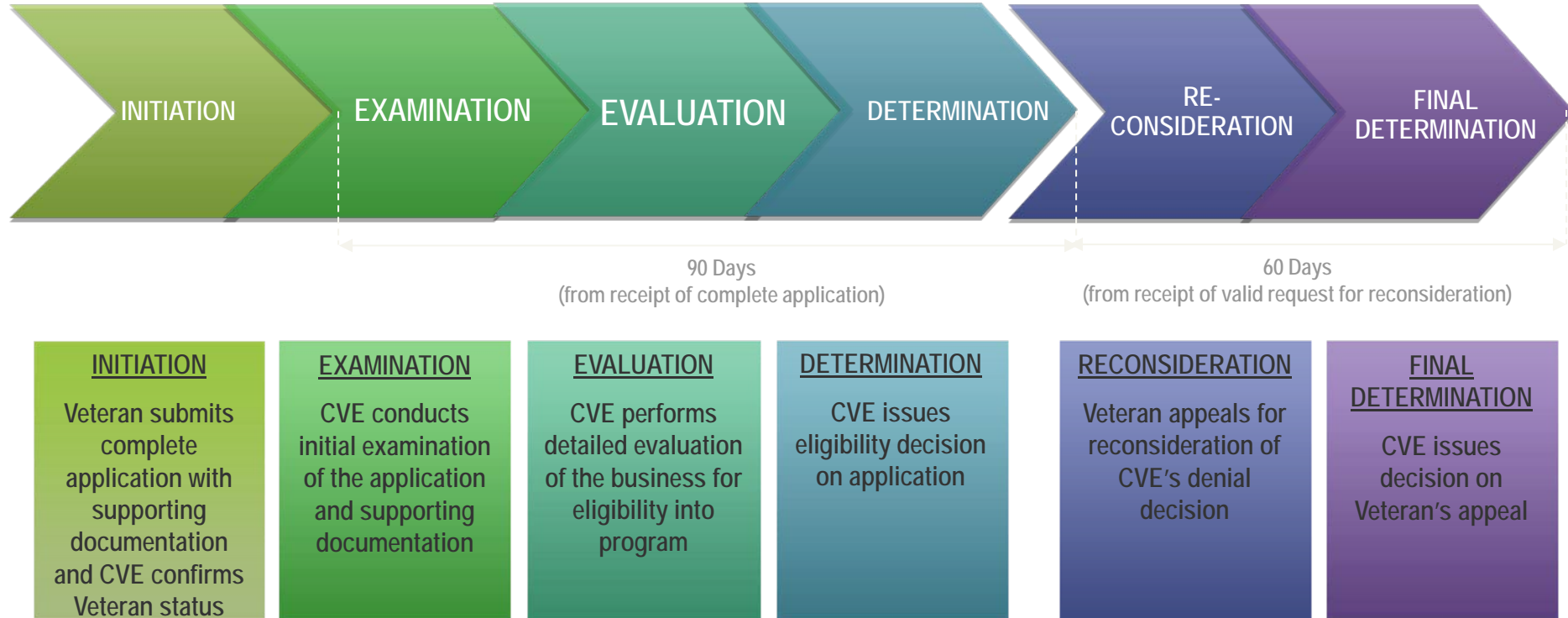




# Department of Veterans Affairs (VA)

## VetBiz Verification Program

### Center for Veterans Enterprise (CVE) Verification Process - Stages



U.S. Department of Veterans Affairs  
Office of Small and Disadvantaged Business Utilization

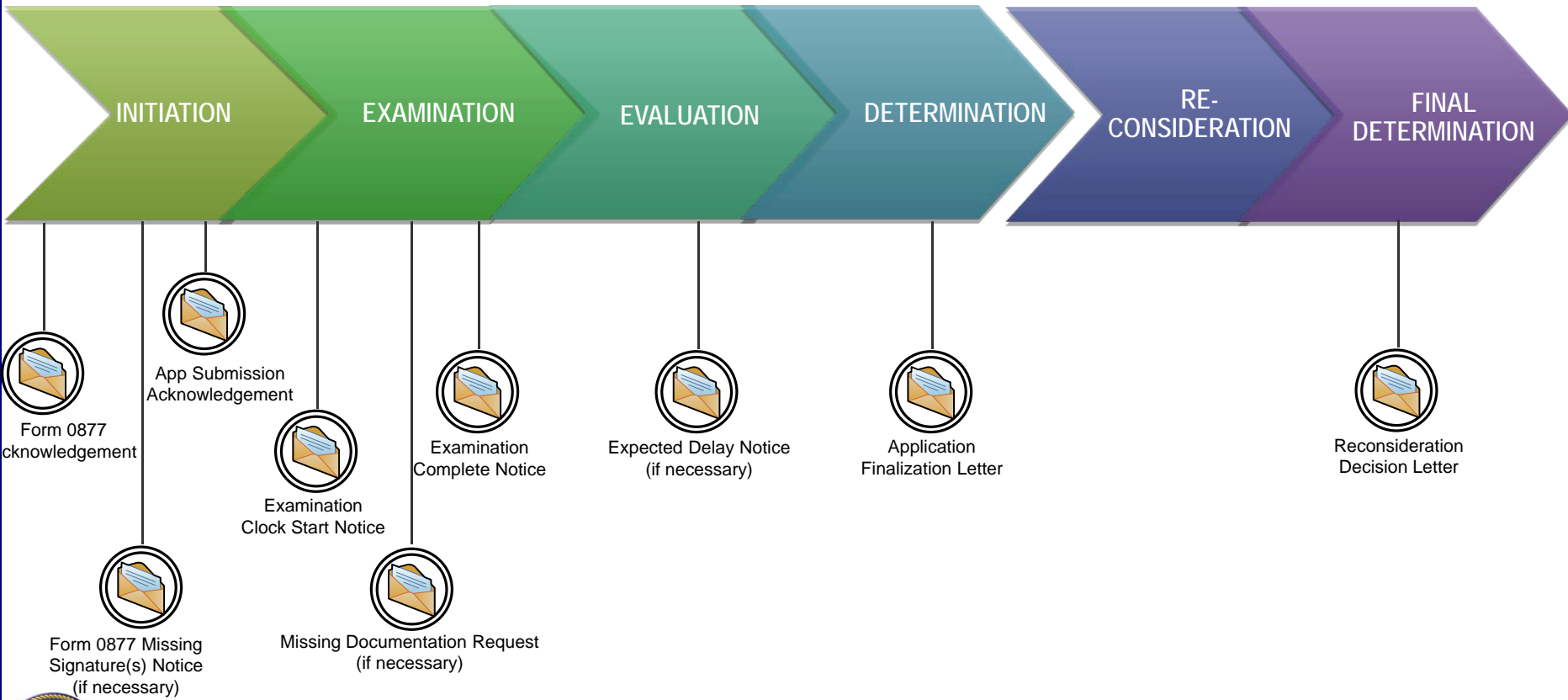




# Department of Veterans Affairs (VA)

## VetBiz Verification Program

### Center for Veterans Enterprise (CVE) Verification Process - Communication



U.S. Department of Veterans Affairs  
Office of Small and Disadvantaged Business Utilization



# Initiation – Prerequisites

- Read the “Guide for Applicants” on VetBiz.gov
- Review 38 CFR 74 for ownership and control criteria
- Review the Verification Assistance Briefs on <http://www.VetBiz.gov/> for more clarity on issues and requirements
- Register in the System for Award Management (<https://www.sam.gov/>)
- Gather all the documentation for your business type and scan them to a separate folder on your computer (this will make it easier during the submission process)
- Compare the business documents to the criteria in 38 CFR 74, and ensure that there are no clerical errors on the documentation.



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# Initiation – Getting started

The screenshot shows the homepage of VetBiz.gov. At the top is the United States Department of Veterans Affairs logo and a search bar. Below that is a navigation menu with links for Home, Veteran Services, Business, About VA, Media Room, Locations, and Contact Us. The main content area features a large banner with a group of people and a central text box asking: "How does a Veteran-Owned Small Business register in the Vendor Information Pages database and get Verified?" and "How do VA Contracting Officers easily identify Service-Disabled Veteran-Owned and Veteran-Owned Small Businesses eligible for procurement opportunities?". To the right of the banner is the VetBiz.gov logo and a "Vendor Information Pages (VIP) Database" section with icons for Search, Eligibility, Register, and Login. Below the banner is a "News and Updates" section with a link to "The Center for Veterans Enterprise (CVE) Experiencing Higher than Normal Call Volume". To the right of the news section is a "What is Verification?" section with text explaining the verification process and a link to "Verification Assistance Program". At the bottom right is a "Help Desk" section with the phone number (202) 303-3260, hours Monday-Friday 8:00am to 8:00pm, and a status update email verificationfollowup@va.gov.

Go to  
<http://www.VetBiz.gov/>  
and click “Register”



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# Initiation – Create a user account



Click “Register”



### Benefits of Registering with VetBiz [Help](#)

**As a Registered Business, your company will receive:**

- Priority contracting opportunities under VA's Veterans First Buying Authority.
- Special Consideration for federal contracting opportunities from prime contractors and federal government agencies.
- Notices of contracting opportunities.
- Information and news affecting Veteran-Owned and Service-Disabled businesses.

**Process Overview**

- Step 1: Create a User Account
- Step 2: See if you qualify
- Step 3: Business Owners complete e-Signature documents(Forms 0877)
- Step 4: Enter Veteran Owned Small Business information ([View required documents](#))
- Step 5: Department of Veteran Affairs Center for Veterans Enterprise verification of majority of business ownership of by Veterans
- Step 6: Final verification by Department of Veterans Affairs Center for Veterans Enterprise

**REGISTER** ➤



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# Initiation – Create a user account

The screenshot shows a web browser window titled "Create a User Account - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs". The address bar shows the URL "https://www.vip.vetbiz.gov/Public/Register/CreateUser.aspx". The page has a navigation bar with four steps: "1 Create Account", "2 E-mail Verification", "3 Account Activated", and "4 Business Registration". The main heading is "Account Registration : Create an Account". Below this is a "Create User Account" link with a help icon. Instructions state: "If you are a VA User, register [here](#). If you already have an account, sign in [here](#)." A light blue box contains a note: "\* Indicates required field" and "To prevent VetBiz emails from getting spam-blocked, please add va.gov and vetbiz.gov to your list of trusted email addresses." Below this, it says "Strong Password is required as below:" followed by a bulleted list of password requirements. The form fields are: "First Name" (Elizabeth), "Last Name" (Torres), "Phone" (202-555-1234) with an "ext:" field (9876), "Email" (horncall@comcast.net), and "Confirm Email" (horncall@comcast.net).

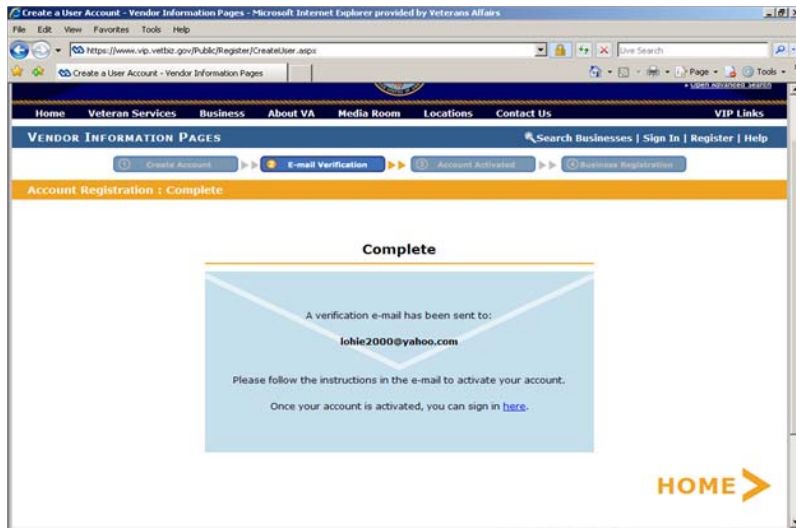
Scroll to the bottom of the page and click "Create User"



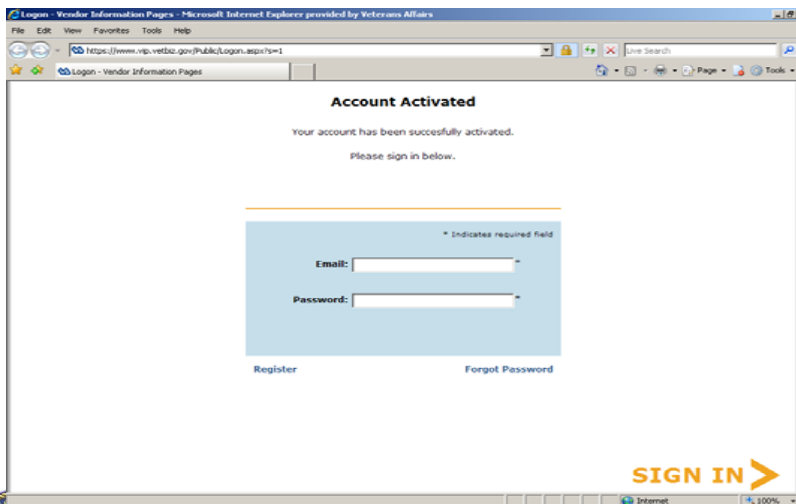
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# Initiation – Activate account



- Go to the email that you indicated and click the link in the message.
- This will cause a pop-up screen that asks you to sign in
- Sign in using the email address and password created in the first step





# Initiation – Check qualifications

Check Your Qualifications - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vip.vetbiz.gov/User/Business/Qualify.aspx

Check Your Qualifications - Vendor Information Pages

Check Qualifications VA Form 0877 Signature Process Business Information Business Verified

Business Registration : Check Your Qualifications

*The enforcement penalties for misrepresentation of your Veteran owned business are as follows "Any business concern that is determined by the Secretary to have misrepresented the status of that concern as a small concern owned and controlled by Veterans or as a small business concern owned and controlled by service-disabled Veterans for purposes of this subsection shall be debarred from contracting with the Department for a reasonable period of time, as determined by the Secretary."*

[Public Law 109-461 Section 8127 (g)]

You affirm that the information entered in Vendor Information Pages shall be true and accurate to the best of your knowledge.

**Check all that apply**

- Veteran:** A person who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to Federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status also qualify as a Veteran.
- Veteran-owned Business:** Not less than 51% of which is owned by one or more Veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.
- Service Disabled Veteran:** A Veteran who possesses a disability rating letter issued by the Department of Veterans Affairs, establishing a service-connected rating between 0 and 100% or a disability determination from the Department of Defense.
- Service Disabled Veteran-Owned Business:** Not less than 51% of which is owned by one or more service-disabled Veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled Veterans; and the management and daily business operations of which are controlled by one or more service-disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.
- Small Business Concern:** [click here for more information.](#)

- Check all boxes that apply to your business.
- If you are SDVOSB, all five boxes will be checked.
- Click “next”



# Initiation – VAF 0877

The screenshot shows the 'VA Form 0877 E-Signature Instructions' page. It contains the following text:

The following document allows your business to be verified by the Department of Veteran Affairs (VA) as Veteran-owned or service-disabled Veteran-owned. Being verified allows your business to participate in programs and respond to business opportunities that are only available to Veteran-owned or service-disabled Veteran-owned small businesses.

In order to participate in this program, **51% or greater of your business' owners must be Veterans, service-disabled Veterans, or in certain situations, a surviving spouse.** The disabled status and ownership percentage of each Veteran owner or surviving spouse will be collected on the form that follows these instructions.

In order to begin this process, you will need the following information for every owner who has ownership in your company:

- Name
- E-mail Address
- Percentage of Ownership In The Company

Additional text includes: 'An e-mail will be sent to each owner asking them to visit the Vendor Information Pages (VIP) Web site to fill out and sign their respective portion of the form. Each Veteran owner or surviving spouse who signs the form will need to enter the following information on the form:'

- Service-Disabled Status
- Social Security Number
- Date of Birth

Non-Veteran owners will only need to provide a signature.

When all Veteran owners have signed the form, their information will be reviewed by VA staff. Once verified, your business profile will be updated to show that you have been verified as a Veteran-owned or service-disabled Veteran-owned business and you will gain all benefits of that designation.

- Read the VAF 0877 e-signature instructions, click “next”
- Fill out the form.
- If multiple owners, click “Add Another Owner”
- When all owners are added, click “next”

The screenshot shows the 'VA Form 0877 Data Collection' form. It includes the following fields and sections:

**Business Name:** Torres Program Notes  
**DUNS Number:** 00665868  
**Doing Business As (DBA):**

Because you are registering this business, you are considered a representative. Please fill out your job title below.

**First Name:** Elizabeth  
**Last Name:** Torres  
**Job Title:** CEO  
**Are you an Owner?** Yes

**Owner 1** (with 'Remove Owner' button):  
**First Name:** Elizabeth  
**Last Name:** Torres  
**Email Address:** johae2000@yahoo.com  
**Percent Ownership:** 100

**+ Add Another Owner**



# Initiation – Agreement to the terms

Privacy / Paperwork Reduction Act Notices - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vetbiz.gov/Public/Signature/Agreement.aspx?vbSigID=WHFKc2ZjSEEvUEk908Duns=808665869&ownr...

Privacy / Paperwork Reduction Act Notices - Vendor I...

under Public Law 109-461, Section 8127 requirements. We will use the information to identify any VA records. Furnishing the information on this form, including your Social Security Number (No.) and VA File/Claim No. is voluntary; however, if the information is not furnished, VA will not recognize your small business as Veteran-owned or service-disabled Veteran-owned. Your obligation to respond is voluntary.

**PAPERWORK REDUCTION ACT NOTICE:** The collection of information meets the requirement of Public Law 109-461, Section 8127 (f) 4, as amended by Section 2 of the Paperwork Reduction Act of 1995. This form has been created to provide an efficient way for the Department of Veterans Affairs to collect and verify Veterans and service-disabled Veterans in Vendor Information Pages (VIP). We estimate the time to fill out the form to be about 5 minutes to read the instructions, gather the facts, and answer the questions. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed.

**PART I - CONSENT TO ACCESS AND VERIFY VETERAN(S) OWNER(S)/VETERAN(S) STOCKHOLDER(S) RECORD(S)**  
Each Veteran owner/Veteran stockholder named herein authorizes consent for the Center for Veterans Enterprise (CVE) personnel to access and verify their records. CVE will match your information with records maintained by VA's Beneficiary Identification Records Locator Subsystem database. Please see <http://www.vip.vetbiz.gov> for definitions of Veteran, service-disabled Veteran, owner, stockholder, Veteran Owned Small Business (VOSB), Service-Disabled Veteran Owned Small Business (SDVOSB), and eligible surviving spouse.

**PART II - AFFIRMATION**  
By electronically signing this form; I affirm that the articles of incorporation (or other legal documents establishing the business) are filed with my state and such articles established that at least 51% of the business is owned and controlled (or in the case of stock, at least 51% of the stock is owned) by Veterans or service-disabled Veterans, or eligible surviving spouses as stated in Public Law 109-461 Section 8127 (k) (2). I affirm that each of the owners of the business (or in the case of a business with stock, each of the stockholders) is eligible to participate in Federal contracting and that neither the business nor any of the individual owners appears on the Excluded Parties List at <http://epls.gov> as identified in Federal Acquisition Regulation 9.404.3. I further affirm that I have read and understand the language in 13 CFR 125.10 and that the business is controlled by individuals eligible to participate in the SDVOSB program if I am claiming SDVOSB status.

Any business concern or any Veteran determined by VA to have misrepresented the status of that concern as a small business concern owned and controlled by Veterans or as a small business concern owned and controlled by service-disabled Veterans shall be debarred from contracting with VA for a period of five years.

By checking this box you signify that you have read and agree to the terms outlined above.

**NEXT**

- Carefully read the text on the next screen.
- Check the box to signify that you have read and agree to the terms outlined above
- Click “next”



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# Initiation – Personal Information

Personal Information for VA Form 0877 - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vetbiz.gov/Public/Signature/PersonalData.aspx?vbSigID=WHFKc22JSEEvUEK906Duns=808665869 Live Search

Personal Information for VA Form 0877 - Vendor Infor...

Check Qualifications >>> VA Form 0877 >>> **Signature Process** >>> Business Information >>> Business Verified

**Business Registration : Personal Information**

Please provide the following information about yourself: [Help](#)

**Select the appropriate block under Veteran Status.**  
Owners/stockholders who are Veterans, service-disabled Veterans or eligible surviving spouses must also provide SSN or VA Claim number VA does not intend to collect SSN data from non-Veterans.

**Veteran Status:**

Veteran

Service Disabled Veteran

Surviving Spouse

Non-Veteran

\* Indicates required field

Social Security Number: 174-48-3347

Date of Birth: March 19, 1961

**NEXT** >

- Enter your personal information.
- This is used to check Veteran and service-connected disability status in the Beneficiary Identification Records Locator Subsystem (BIRLS) database



# Initiation – Signing and submitting

The image shows two screenshots from a web browser. The top screenshot displays a 'Sign Document' page with a table for business owner information. The bottom screenshot shows a 'Signature Complete' confirmation page.

PART 1 - CONSENT TO ACCESS AND VERIFY VETERAN(S) OWNER(S)/VETERAN(S) STOCKHOLDER(S) RECORD(S)									
Each Veteran owner/Veteran stockholder named herein authorizes consent for the Center for Veterans Enterprise (CVE) personnel to access and verify their records. CVE will match your information with records maintained by the Veterans Benefits Administration (VBA) database.									
NAME OF COMPANY		EGBA		DUNS					
Torres Program Notes				808665869					
NAME(S) OF EACH BUSINESS OWNER/STOCKHOLDER/SURVIVING SPOUSE <i>(Mr./Ms., First Name, Middle, Last, Jr./Sr./III)</i>	% OF OWNERSHIP	VETERAN STATUS				SSN/VA FILE NO./ CLAIM NO. FOR VETERAN(S) & SURVIVING SPOUSE ONLY <i>(Skip if Non-Veteran)</i>	DATE OF BIRTH	SIGNATURE OF EACH BUSINESS OWNER(S)	DATE SIGNED
		VETERAN	SPC DIS VETERAN	SURVIVING SPOUSE	NON-VET				
Elizabeth Torres	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	174-48-3347	3/19/1961	<a href="#">Click Here to Sign</a>	<a href="#">Cancel</a>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Signature Complete - Vendor Information Pages**

Home Veteran Services Business About VA Media Room Locations Contact Us VIP Links

VENDOR INFORMATION PAGES Search Businesses | Sign Out | Home | Help

Check Qualifications > VA Form 0877 > **Signature Process** > Business Information > Business Verified

Business Registration : Signature Completion

**Your Signature Is Completed**

You have signed VA Form 0877 successfully.

[View/Print Signed Document](#)

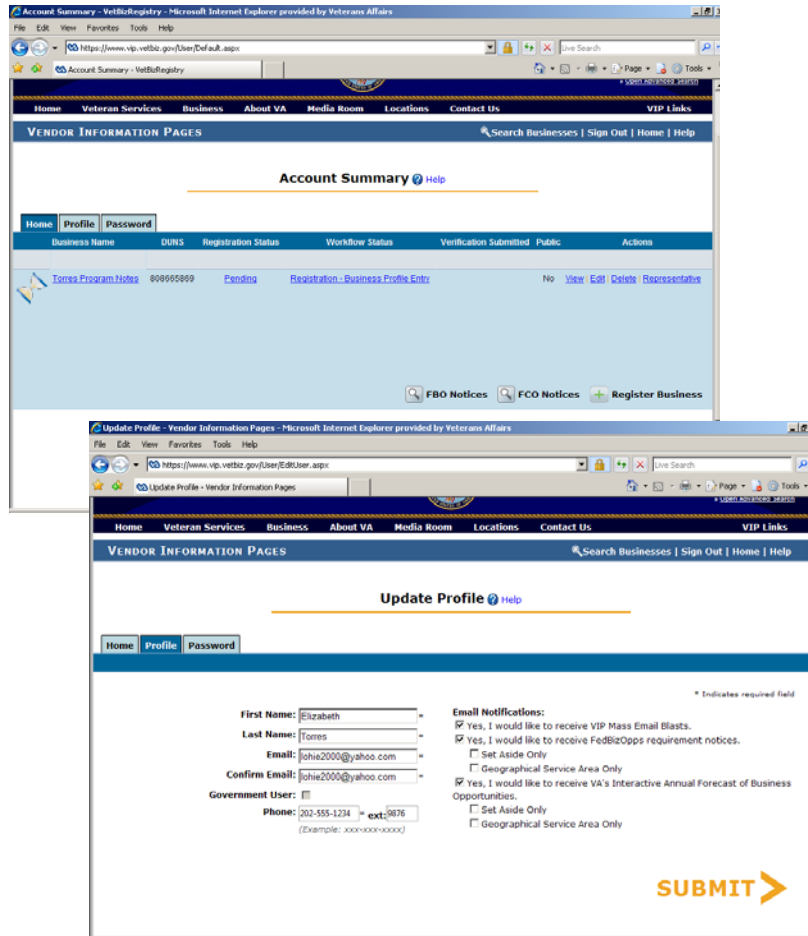
Please click the above link to view your signed document. Once your signed document is viewable, you may print it by clicking the Print button.

This document has been signed by all of the registered business owners. An email notification was sent to the business representative to continue the business registration process by clicking the Edit link of the business in Account Summary, entering the required business information and submitting your business profile for verification.

- Click where indicated to sign
- On the next screen click “next” if you have viewed your completed VAF 0877



# Initiation – Your profile



- Click on your business name (red arrow) to fill in business information
- Much of this information is pulled from your SAM profile.
- Click on the 'Profile' tab (yellow arrow)
- Set up your email notifications
- NOTE: all correspondence relating to your company will go to the email address used to register your company. Please ensure that it is correct.



# Initiation – Upload documents

Business Registration: Enter Business Information

**Torres Program Notes** [Help](#)

You are required to upload documents per your business type  
[View the required documents](#) or select a document group to begin uploading

**Document Groups**

- General Information
- Financial Information
- Management Information
- Legal Structure

**Document Types**

- 1.1 License
- 1.2 Resume

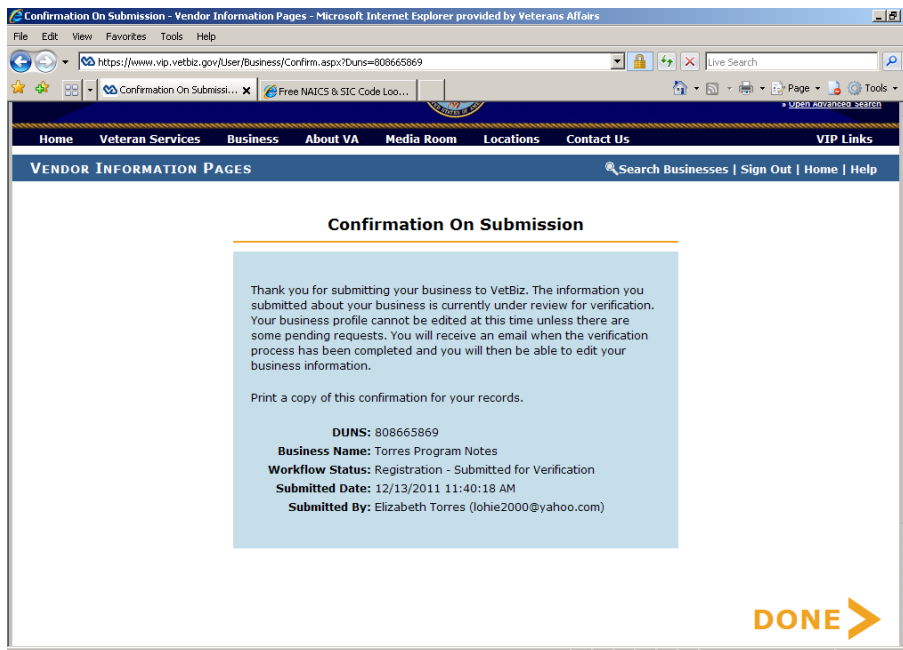
This document is a Letter of Explanation.

View	Documents	Explanation	Date
No records to display.			

- Based on the business structure selected earlier, the list of required documents is here.
- Upload scanned documents for each required document
- If no document exists for that type (*i.e.* taxes for a new business), a letter of explanation is required.
- When your document is accepted, the yellow circle will turn green and display a check mark.
- Once all documents have been uploaded, click “submit”



# Initiation - Submission



- You will then see a screen that confirms that you submitted the application.
- **This notice does not mean that the application is complete. All documents will be reviewed to see if they are sufficient for examination.**
- Once reviewed and determined sufficient, an email will be sent noting that the application is complete.
- **The 90-day processing time begins when the application is determined to be complete.**

Veteran status and service-connected disability are checked during the Initiation stage. The Veteran is alerted within 48 hours if there is an issue.



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# Examination

- CVE performs a document review of all information on the company
- Documents provided by applicant are examined and rated against the Risk Matrix
- Examiners contact the company for additional documentation, if needed, and to clarify questionable items in the documentation
- Upon completion of the examination, the examiner makes a recommendation of approve, deny, site visit or further review and returns the file to CVE.



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# Evaluation

- The CVE staff Quality Reviewer (QR) receives the file and reviews the documents and examination report to verify that the analysis was correct. If discrepancies are found, all documents are thoroughly checked.
- QR makes an approval, denial, or more evaluation required determination



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# Evaluation – Further review recommendation

- Applications recommended for further review go to the Risk Management Team
- Risk Team performs a detailed review of the entire file
- Further documentation may be requested and reviewed
- If required, a Site visit is scheduled



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# Evaluation – Site Visit

- If the Risk Management Team determines that a complete picture of the company can't be made based on the documentation submitted, a site visit is scheduled
- Site visit examiner does a complete review of the documentation before visiting the company
- Examiner makes recommendation to Risk Management team based on the results of the site visit.



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# Determination

- Once examination and site visits are complete, the evaluation team evaluates the file and makes a determination.
- All determinations are made by CVE Federal employees
- Denial recommendations are based on either a single point of failure (Critical on the Risk Matrix), or on a totality of circumstances
- The determination letter is signed and emailed to the Veteran within two business days.
- Approved companies have their verification logo turned on and now appear in VIP.
- Denied companies have 30 days to file a request for reconsideration



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# Request for Reconsideration (R4R)

- All requests for reconsideration (R4R) must be submitted according to the directions contained in the initial denial letter. **Submission via any other method will result in processing delays, as the submission will not enter the system properly.**
- Every R4R will receive a complete examination and evaluation of all documents, including the original documents and those submitted in support of the R4R.
- Site visits may occur to gain further clarification.
- Every R4R recommendation undergoes a review by VA's Office of the General Counsel or member of CVE management.



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# Request for Reconsideration

- If the Director, CVE, denies the application solely on issues not raised in the initial denial, the applicant may ask for a second reconsideration as if it were an initial denial. (38 CFR § 74.13)
- A final denial requires the participant to wait for six months before a new application will be processed (38 CFR § 74.14)



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# Quality Control Program

- 10% of all approval decisions are selected for a quality control check.
- The entire application is reviewed to ensure that the correct decision has been rendered.
- Approvals are subject to random QC review by OGC.



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# Verification Assistance Program

- Verification Assistance Briefs on VETBIZ
- Partnership with VSOs and other support organizations for counseling

<http://www.va.gov/osdbu/veteran/vap.asp>



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# Issues that may cause delays

- Submission of material or requests that are outside the accepted process
- Not checking the appropriate box for “status” on the VA Form 0877
- Not indicating percentage of ownership for each individual owner
- Ownership total does not equal 100%
- Not listing all owners
- Business name in Name of Company on VA Form 0877 doesn't match the business name listed in the Vendor Information Pages profile
- Veteran's name doesn't match Veterans Benefit Administration records (Veteran record hasn't been updated with VBA, *i.e.*, name change due to marriage)
- The applicant does not provide complete, correct documentation.
- The applicant has an unusual ownership or management structure.
- The applicant has affiliation issues.
- The Veteran is unavailable or unresponsive to requests for further information.



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# Thank you!

Help Desk: (202) 303-3260

Monday-Friday

8:00am to 8:00 pm

Status Update:

[verificationfollowup@va.gov](mailto:verificationfollowup@va.gov)

Profile Questions:

[vip@va.gov](mailto:vip@va.gov)



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