

## Disabled Veteran Business Enterprise (DVBE) Certification Eligibility Requirements & Support Documents

For DVBE certification purposes, a "disabled veteran" is:

- A veteran of the U.S. military, naval, or air service;
- The veteran must have a service-connected disability of at least 10 percent or more; and
- The veteran must reside in California.

To be certified as a DVBE, your firm must meet the following requirements:

- Your business must be at least 51 percent owned by one or more disabled veterans;
- Your daily business operations must be managed and controlled by one or more disabled veterans **NOTE:** The disabled veteran who manages and controls the business is not required to be an owner of the applicant business; and
- Your home office must be located in the U.S. (the home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business).
- All existing and all new DVBE applicants must submit to the Office of Small Business and DVBE Services (OSDS) complete copies of the DVBE's federal income tax returns for the previous three years. DVBEs who have been in business for less than three years shall submit the federal tax returns for each year they've been in business.
- A DVBE applicant that is not a sole proprietorship and rents equipment to the state must provide the federal income tax returns for each of their disabled veteran owners or your firm will be deemed to be an equipment broker.
- DVBE limited liability companies must be wholly owned by one or more disabled veterans.

## Disabled Veteran Business Enterprise (DVBE) Certification Support Documents

### 1. Expedited Processing:

- Applicants that require this certification for a current 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, 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: Affidavit of Income Form Page 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 [DVBE Equipment Ownership Document](#)

- Trust agreement and amendments, if ownership is held by a trust
- Franchise agreement and amendments, if applicable

**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**

If you have any questions regarding the DVBE Certification eligibility requirements and support documents, please contact OSDS at [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov) or (916) 375-4940.