



## 4 STEPS TO VERIFICATION

Verification allows Service-Disabled and Veteran-Owned Small Businesses (SDVOSBs) (VOSBs) to apply for verification and to be listed in the Vendor Information Pages (VIP). Once eligibility is validated and determined a SDVOSB or VOSB is verified and can participate in VA's Veterans First Verification Program.

### 1. Pre-Application

**Has the Veteran compiled all required documents to apply for verification?**

Veterans taking advantage of the Pre-Application stage, which includes connecting with a free [CVE Certified Verification Counselor](#) and utilizing the [Verification Self-Assessment Tool](#), [Verification Resource Tool](#) and the [Verification Assistance Briefs](#) directly contributes to timely application processing.

### 2. Eligibility

**Are the Veteran and company eligible to apply?**

Firm eligibility is determined by its ability to meet the small business requirements set by the Small Business Administration. A Veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps or Coast Guard, for any length of time 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.

### 3. Ownership

**Is the company at least 51% owned by one or more Veterans or Service Disabled Veterans?**

At least 51% of the company must be owned by one or more Veterans or Service Disabled Veterans. The Veteran or Service Disabled Veterans **must have direct and unconditional ownership** of at least 51% of the company. In **Community Property states** SDVOSBs and VOSBs may have to take special measures to meet the 51% ownership as the company is **automatically only 50% owned by the Veteran.**

### 4. Control

**Does the Veteran owner have full decision-making authority and managerial experience to manage the business?**

The Veteran owner(s) must have total **unconditional control** (full decision-making authority); **managerial experience** to the extent and complexity needed to manage the company; strategic policy and day-to-day **decision making authority**; is the **highest compensated** person within the company (unless there is a reasonable explanation why the owner is compensated less); and hold the **highest officer position** within the company.

Help Desk: 866-584-2344  
Monday—Friday, 8 a.m.—8 p.m.

VetBiz Web Site  
<http://www.vetbiz.gov>

Application Status Update  
[verificationfollowup@va.gov](mailto:verificationfollowup@va.gov)