



Doing Business As (DBA) Process Change Requests Fact Sheet

Issue:

The Doing Business As (DBA) verification process has created case flow issues. The following policies will reduce case backlog.

Visit <http://www.va.gov/osdbu> for more information about CVE and the Verification Process.

Discussion:

When Service-Disabled and Veteran-Owned Small Business Owners apply for verification all legal business documents referring to legal names and DBA names must match. This includes the Articles of Incorporation and/or Articles of Organization, the submitted applicant VA Form 0877, as well as the applicant profile in the Vendor Information Pages.

The Center for Verification and Evaluation

866-584-2344
Monday-Friday
8 a.m. to 8 p.m. (EST)

Status Update:
verificationfollowup@va.gov
Profile Questions:
vip@va.gov

If a company has DBA business documentation, it must also provide evidence that the DBA has been registered with the state or county of incorporation.

If these steps are not followed the length of the application process can be affected. Specifically, it may take longer to receive a determination letter.

If complete proof of DBA registry as described above is not included from the appropriate state/county entity then the DBA will not be included in the determination letter.

To get more information about verification application resources, please visit [Verification Assistance](#).