



## Conducting Business Under an Alias or an Assumed Name

### Issue:

This brief explains the Center for Verification and Evaluation's (CVE) requirements concerning an applicant applying for verification with an alias or an assumed name.

(For purposes of this brief, applicant refers to the business entity applying for verification; and participant refers to a business entity that has already been verified.)

### What This Means:

- Each applicant for the Vendor Information Pages (VIP) Verification Program applies as a sole proprietor, a corporation, a partnership, a limited liability company or any other business entity recognized by state or local law.
- In the case of a sole proprietorship, a person's official name is generally found on his or her birth certificate.
- In the case of a business that is organized under state law, official names may be found, for example, on a company's Articles of Incorporation in the case of a corporation or Articles of Organization in the case of a limited liability company.
- In some cases, an applicant will use an alias or an assumed name to conduct business (e.g., Danny's Carry-out, Rick's Electronics, etc.)
- With respect to CVE's Verification Program, CVE requires that any business concern applying for verification under an alias or an assumed name, must have its alias or assumed name registered in accordance with state or local law.
- When a business registers an alias or an assumed name with a state or local government unit (i.e., one of the 50 states, the District of Columbia, Puerto Rico, or any territory of the United States), it is announcing that it may be using that alias or assumed name to conduct business.
- Depending on the state or local statute, an alias or an assumed name may be defined as: a doing business as d/b/a name, a fictitious name, an assumed name, or a trading as t/a name. There is no universal titling or designation for an alias or an assumed name.
- An applicant is not required to list its alias or assumed name on its VIP profile or on VA Form 0877. Listing an alias or assumed name is optional.
- However, CVE does not allow a company to utilize an alias or assumed name unless it has been registered with a state or local government body. If an applicant elects to list its alias or assumed name, the applicant must provide documentation demonstrating that the alias or assumed name has been properly registered with a state or local government body and the alias or assumed name is still active (i.e., not expired).
- Once CVE is satisfied that an alias or assumed name has been properly registered with the state or local government body, CVE will allow the company to use its alias or assumed name on its VIP profile and will include the alias or assumed name on the company's decision letters.
- If a business is unable to register its alias or assumed name in its home state, the

business is not precluded from registering an alias or assumed name in another state (e.g., a company filed its Articles of Organization in Virginia and registered an alias or assumed name in Maryland).

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**VA Office of Small and Disadvantaged  
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