



## Commonly Used Terms Fact Sheet

### Summary:

The Center for Verification and Evaluation (CVE) provides clarification related to the different terms used during the verification process to describe documentation that may be requested from a firm such as types of documentation and necessary timeframes/circumstances for particular document requests.

### Discussion:

CVE may require the applicant to supply both missing and clarifying documentation through the various stages of the verification process. To ensure business owners submit the required documentation when requested, it is beneficial to provide clarification on how documentation is applied to support an application.

### DOCUMENTS

Examples of documents include licenses, business documents (e.g., Articles of Incorporation, Articles of Organization, bylaws, shareholder agreements, operating agreements, stock certificates, stock ledgers, etc.), tax returns, W-2s, payroll, etc.

### DETAILED LETTER OF EXPLANATION

When documentation is not available, a Detailed Letter of Explanation can be provided to support an application. It can be supporting information submitted with the application or as requested by CVE that provides an explanation regarding an application.

### MISSING DOCUMENTS

The applicant did not send the documents with the application or the firm did not send the requested document.

### INCOMPLETE DOCUMENTS

These are documents that have not been provided in their entirety. This may include documents with blank or missing pages as determined by the page count. An example would be operating agreements with blank pages in the middle of the document. Documents are also considered incomplete if the signature(s) required to fully execute the document is not included. Shareholder agreements, meeting minutes, and leases are examples of documents that require signatures.

### CLARIFYING DOCUMENTS

After review of the application and, in particular, the content of the documentation, CVE determines it needs additional documents to clarify or support statements made in the application.

Quickly access VA verification application resources via [Verification Assistance](#).

For more information about VA Small and Veteran Business Programs, visit <http://www.va.gov/osdbu>.

### Center for Verification and Evaluation Office of Small and Disadvantaged Business Utilization

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Monday-Friday

8 a.m.-6 p.m. (Eastern)

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