



Preparing for Verification

The Veteran First Verification Program

The Vets First Verification Program enables Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs) to be listed as VA-verified in the VetBiz Vendor Information Pages (VIP) database and participate in the Veterans First Contracting Program. Veteran business owners seeking VA Verification should consider the following fundamental elements before applying.

Veteran Status

Does the Veteran business owner(s) meet the definition of a Veteran or Service-disabled Veteran as established in Title 38 CFR Part 74 or 13 CFR Part 125?

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 and who was 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 Veterans.

A **Service-disabled Veteran** is a Veteran who possesses either a disability rating letter issued by VA establishing a Service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.

Ownership

Is the business at least 51 percent owned by one or more Veteran(s) or Service-disabled Veteran(s)?

At least 51 percent of the business must be directly and unconditionally owned by one or more Veteran(s) or Service-disabled Veteran(s).

Control

Does one or more Veteran(s) or Service-disabled Veteran(s) have full control over business operations?

The Veteran owner(s) must have full control over the day-to-day management, decision-making, and strategic policy of the business; possess the managerial experience of the extent and complexity needed to manage the business; be the highest-compensated employee (unless the Veteran can explain how taking lower compensation benefits the business); devote full-time to the business; hold the highest officer position in the business; and has the ability to exercise independent business judgment.

Prequalification

Does the Veteran meet the minimum Verification eligibility requirements and have the required documents?

Required Documents

<https://www.va.gov/OSDBU/docs/Required-Documents-for-VIP-Application-4Dec2018.pdf>

Regulations

[38 CFR Part 74](#) - VA Veteran-Owned Small Business Verification Guidelines

[13 CFR Part 125](#) - Government Contracting programs

Start the Verification Application Process by executing the following tasks:

1. Create a System for Awards Management (SAM) registration
<https://www.sam.gov/SAM/>.
2. Create a DS or ID.me logon account or registration. Go to <https://myaccess.dmdc.osd.mil> and select DS or ID.me logon.
3. Select **Help Center** for assistance with DS or ID.me logon
<https://myaccess.dmdc.osd.mil/identitymanagement/help.do?execution=e2s1>.
4. Create a Vendor Information Page (VIP) account <https://www.vip.vetbiz.va.gov/>, log into VIP and select “Apply for Verification”.
5. Upload required documents into the VIP profile. View the required documents matrix for your business structure, e.g., LLC, Inc, etc.
<https://www.va.gov/OSDBU/docs/Required-Documents-for-VIP-Application-4Dec2018.pdf> .
5. Upload required documents into the VIP profile. View the required documents matrix for your business structure, e.g., LLC, Inc, etc.
<https://www.va.gov/OSDBU/docs/Required-Documents-for-VIP-Application-4Dec2018.pdf> .
6. If verification assistance is required, contact a local Verification Assistance Counselor for COST-FREE assistance
<https://www.va.gov/osdbu/verification/assistance/counselors.asp>.
7. Submit completed online application to the Center for Verification and Evaluation (CVE).

VA Office of Small and Disadvantaged Business Utilization

1-866-584-2344

Monday-Friday | 8 a.m. to 6 p.m. (Eastern)

Status Update: verificationfollowup@va.gov

Profile Questions: vip@va.gov