



# VA Form 0877

## Factsheet



*Mistakes made on the VA Form 0877 can severely impact the timeliness of the verification process.*

### ISSUE:

The Center for Verification and Evaluation (CVE) addresses common VA Form 0877 errors and how they can be remedied.

### DISCUSSION:

All firms applying for registration in the Vendor Information Pages (VIP) database must electronically sign the Verification Application, commonly referred to as the 0877 form.

Errors in completing the 0877 form can result in application delays.

Common 0877 mistakes include:

- ✓ **Owner enters wrong social security number** - Be extremely careful and diligent when entering any personal information. Double check all work.
- ✓ **Owners are not listed in order of percentage amount.** - Owners must be listed in highest order of percentage amount, with the majority owner listed first.
- ✓ **Owner submits incorrect ownership percentages.** This generally happens when there is a change in ownership. Check to make sure all ownership percentages add up to a total of 100%.



## U.S. Department of Veterans Affairs

Office of Small and Disadvantaged Business Utilization  
Center for Verification and Evaluation (CVE)  
VetBiz.gov

- ✓ **Veteran does not enter name as it appears on the DD-214 form.** Enter your name exactly as it appears on the DD-214 form. DO NOT input nicknames, aliases or married name if it is not on the DD-214.
- ✓ **Difficulty entering Veteran name information.** Enter your name following the format in the image below.

[+ Add New Owner](#)

NO.	First Name	Last Name	Email
	First Name:	<input type="text" value="John E."/> *	
	Last Name:	<input type="text" value="Doe III"/> *	

### Example:

Middle names or Initials should be typed in the 'First Name' box.

Suffixes (Jr. III) should be typed into the 'Last Name' box

- ✓ **Multiple owners enter the same email address on the 0877** - Firms with multiple owners must have separate and unique email addresses for EACH owner.
- ✓ **Veteran enters wrong Veteran status owner type.** For example a Veteran that does not have a VA disability rating letter checks the block for Service Disabled (SVC DIS. VETERAN) or vice versa. Always check to make sure you input the correct Veteran status owner type

These simple mistakes can negatively impact the processing time of a verification or re-verification application. If a mistake is made on the 0877 form applicants will need to contact CVE's Help Desk for assistance to resolve the problem(s).

## Related Topics:

### [Signing Documents Electronically](#)

For additional information on navigating the verification process, please consult a [PTAC Counselor](#), utilize CVE's [Verification Assistance Program](#), read the [Verification Assistance Briefs](#), and utilize the [Verification Self-Assessment Tool](#). Visit <http://www.VetBiz.gov> for more information about CVE and the Verification Process.



### The Center of Verification and Evaluation

(866) 584-2344  
Monday—Friday  
8:00am to 8:00pm (Eastern)

Status Update:

**VA**



**U.S. Department of Veterans Affairs**

Office of Small and Disadvantaged Business Utilization  
**Center for Verification and Evaluation (CVE)**  
*VetBiz.gov*

[verificationfollowup@va.gov](mailto:verificationfollowup@va.gov)

Profile Questions: [vpj@va.gov](mailto:vpj@va.gov)

