

Doing Business As (DBA) Process Change Requests Factsheet



If a company has “Doing Business As” (DBA) business documentation it must also provide evidence that the DBA has been registered with the state or county of incorporation.

ISSUE:

The DBA verification process has been creating case flow issues. The following policies will reduce case backlog.

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 0877 as well as the applicant profile in Vendor Information Pages.

If a company has “Doing Business As” (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 with the appropriate state/county entity then the DBA will not be included in the Determination letter.



U.S. Department of Veterans Affairs

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

For additional information on navigating the verification process, please utilize CVE's [Verification Assistance Program](#). Be sure to read the [Verification Assistance Briefs](#), take the [Verification Self-Assessment Tool](#), and, if necessary, consult a [PTAC Counselor](#). Visit 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)

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