



'Doing Business As' Process Change Requests Fact Sheet

Summary:

The 'Doing Business As' (DBA) verification process has created case flow issues. The following policies will reduce case backlog.

Discussion:

When Service-Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB) 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 VA Form 0877, as well as the applicant profile in the Vendor Information Pages (VIP).

If a company has 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 verification determination letter.

If complete proof of DBA registry as described above is not included from the appropriate state/county entity, the DBA will not be included in the determination letter.

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

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

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

1-866-584-2344
Monday-Friday
8 a.m.-6 p.m. (Eastern)

Status Update:
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