North American Industry Classification System (NAICS) Code Submission Fact Sheet

Summary:
The NAICS code submission process for verification applicants is clarified with explanation of the streamlined process that reduces NAICS code size documentation-related issues and ensures Veterans receive determination letters as quickly as possible.

Discussion:
When applying to Vets First, applicants are required to list on their VetBiz Vendor Information Pages (VIP) profiles the full six-digit NAICS codes. Failure to provide the full six-digit NAICS codes during the application process could result in longer than usual processing times. All NAICS codes listed on a company’s profile must be ‘small’ based on the NAICS code size standards adopted by the U.S. Small Business Administration.

Once a company submits an application for evaluation, the Center for Verification and Evaluation (CVE) will ensure that all NAICS codes have six digits. After the application is submitted to CVE for verification, companies cannot make any changes until CVE has reviewed the application for NAICS code discrepancies. If discrepancies are found and there are no other points of failure in the application, CVE will issue a 5-day conditional approval letter for the applicant to correct all NAICS code discrepancies.

Failure to correct the discrepancies outlined in the conditional approval letter may subject the company to cancellation proceedings. According to 38 CFR § 74.22, if the company does not make the necessary corrections in accordance with the Notice of Proposed Cancellation, CVE will issue a Notice of Verified Status Cancellation and remove the company from the VetBiz VIP database of verified companies.

Quickly access VA verification application resources via Verification Assistance.

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

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: verificationfollowup@va.gov
Profile Questions: vip@va.gov

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