



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

### Issue:

There is additional clarification and direction regarding the NAICS Code submission process within the Center for Verification and Evaluation (CVE). This explanation will streamline the process and reduce NAICS Code size documentation related issues as well as ensure Veterans receive determination letters as quickly as possible.

### Discussion:

When applying to CVE, applicants are required to list on their profiles 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 Initiation Team will ensure that all NAICS Codes have six digits prior to sending the application to the Examination Team. After the application is submitted, companies cannot make any changes until the Initiation Team 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 five (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 Vendor Information Pages verified company database.

To get more information about verification application resources, please visit [Verification Assistance](#).

Visit <http://www.va.gov/osdbu> for more information about CVE and the Verification Process.

### The Center for Verification and Evaluation

866-584-2344  
Monday-Friday  
8 a.m. to 8 p.m. (EST)

Status Update:  
[verificationfollowup@va.gov](mailto:verificationfollowup@va.gov)  
Profile Questions:  
[vip@va.gov](mailto:vip@va.gov)