



Signing Documents Electronically Fact Sheet

Summary:

The Center for Verification and Evaluation (CVE) requires signatures on several documents during the verification application process and addresses the use of electronic signatures.

Discussion:

As part of the Intake stage of the verification process, owners are required to complete VA Form 0877, verifying status eligibility and ownership of the business. Once complete, the form prompts each owner to sign electronically and provides further instructions for executing the signature.

Following the submission of the VA Form 0877, the applicant may be asked to provide other signed documents, including (but not limited to) a Business License Declaration Form, Pre-Application Questionnaire, and Letters of Explanation. If the Veteran does not wish to print, sign, scan, and send these documents, the Veteran has the option to sign these documents electronically. The preferred method of electronic signature is via an authenticated token, such as an access card or secure PIN. However, CVE will also accept typed "signatures," where it is clear

that the individual intended to cast a signature (for example: "/s/ John Doe").

If CVE identifies discrepancies or concerns with any electronic signature provided, CVE reserves the right to request that the document be resubmitted with a true ink signature.

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

For more information about VA Small and Veteran Business Programs, visit <http://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:

verificationfollowup@va.gov

Profile Questions:

vip@va.gov