



Streamlined Initial Required Documentation for Verification Application Fact Sheet

Summary:

The Center for Verification and Evaluation (CVE) has streamlined what and when core business documents are submitted in support of a verification application.

Discussion:

The streamlined document submission process greatly reduces the number of documents *initially* required for the Vets First Verification Program. The documents provided initially are considered core business documents based on business type and include:

- **Resumes** (all business types; required by all firm owners)
- **Franchise Agreement** (all business types, where applicable)
- **Articles of Organization/Formation** (limited liability company, partnership, joint venture)
- **Operating Agreement** (limited liability company)
- **Articles of Incorporation** (corporations)
- **Bylaws** (corporations)
- **Partnership Agreement** (partnership)
- **Joint Venture Agreement** (joint venture)

As the Veteran gathers documents to upload into the verification application profile, **not all required documentation may apply to a particular business type**. For a list of documents required by business type and the rationale for why these documents are needed, please review [Required Documents for VIP Application](#).

What happens next?

After CVE reviews the submitted core business documents, the Veteran will receive a phone call from a CVE staff member to conduct the Pre-Application discussion.

Note: The likelihood of the firm being verified will be discussed at that time. If the firm is likely to achieve verification, the Veteran will be asked to upload the remaining business documents (e.g., taxes, rental agreement, etc.) in support of the verification application.

The Veteran will be required to upload any remaining business documents into the verification application profile within 10 days of having a Pre-Application discussion with a CVE staff member.

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:

verificationfollowup@va.gov

Profile Questions:

vip@va.gov