



U.S. Department of Veterans Affairs
Office of Small & Disadvantaged Business Utilization

Vendor Information Pages (VIP)





To begin the Verification process you will first need to register for an account. Select **REGISTER** (top right corner).

Announcements



- [VA OSDBU launches VIP/VCMS 7.0 on August 12, 2016](#)
- [National Veterans Small Business Engagement \(NVSBE\) \(November 1-3, 2016\)](#)
- [MyVA Verification Application Transformation Trial](#)
- [Notice of anticipated 2016 Opportunities at VA OSDBU](#)

System Notice

If you wish to start the Verification Process to have your Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB) become eligible for the [VA Veterans First Contracting Program](#), please select this [registration link](#).

June 3, 2016

Search Businesses

VIP Verified Businesses 8/4/2016 11:06:37 AM



SDVOSB
21



VOSB
31

Total Verified
52

Find Veteran Businesses

[Advanced Search](#)

Business Name: DUNS:
 DBA: NAICS:
 Keyword(s): VOSB/SDVOSB: All
 State/Territory: Alaska Strict
Alabama
Arkansas
Arizona

Contact Us

Help Desk: (866) 584-2344
 Monday—Friday 8:00am to 8:00pm (Eastern)
Status Updates: verificationfollowup@va.gov
Profile Questions: vip@va.gov

VOSB/SDVOSB Verification

- [OSDBU Home](#)
 - [What is Verification?](#)
 - [Frequently Asked Questions](#)
-
- [Verification Assistance Briefs](#)
 - [Verification Counseling Program](#)
 - [Verification fraud prosecutions](#)
 - [Small and Veteran Business Programs](#)
 - [Doing Business with VA](#)
 - [VA OIG's Hotline](#)
 - [FOIA Policy](#)



The screen below provides important information on the Registration process, requirements and a process overview. After you have read the information provided **CLICK NEXT** to continue.

Registering with VetBiz

You must [create a user account](#) the Vendor Information Pages (VIP) prior to registering a business in VIP.

IMPORTANT – In order to begin the registration process:

1. You must be a Veteran or Surviving Spouse in accordance with 38 Code of Federal Regulation (CFR) Part 74.
2. You must be an owner in the business.

Registration is the first step in the verification process. Being verified as a Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB) allows your business to participate in business opportunities that are set aside for Veteran-Owned or Service-Disabled Veteran-Owned Small Businesses.

As a Registered Business, your company will receive:

1. Priority contracting opportunities under VA's Veterans First Buying Authority.
2. Special Consideration for federal contracting opportunities from prime contractors and federal government agencies.
3. Notices of contracting opportunities.
4. Information and news affecting Veteran-Owned and Service-Disabled businesses.

Process Overview

1. **CVE Welcome Call**
Click Next button to initiate registration process and receive CVE welcome call.
2. **Start Registration Process**
You will enter business owner information, Veteran status, and ownership percentages.
3. **Business owner(s) VA Form 0877 electronic signature(s)**
Business owners will be notified via email that the ownership (VA Form 0877) forms are ready to be reviewed and electronically signed.
4. **Edit business information**
You will enter business information, upload required documents ([View required documents](#)), and submit your application for verification.
5. **Submitted for verification**
The Center for Verification and Evaluation (CVE) will review your application to determine whether any required documents or clarifying information is needed.
6. **Request for Follow-up Documentation**
If required documents or clarifying information is needed, CVE will contact you with further instructions.
7. **Assessment**
CVE will perform a legal review of your complete application to determine whether your business satisfies all of the Verification Program eligibility criteria.
8. **Complete**
Your application has been processed and you have been notified of the final outcome.

NEXT 



Complete the Registration Form and click on CREATE USER. This will create an account for you in VIP (Vendor Information Pages) and this will enable you to build your Business Profile and Submit for Verification.

* Indicates required field

To ensure you receive all Vendor Information Pages (VIP) emails, please add va.gov and vetbiz.gov to your list of trusted email addresses.

Strong Password is required as below:

- Must be 12-40 characters in length.
- Must contain at least one uppercase letter, at least one lowercase letter, at least one number, and at least one special character.
- May not contain duplicate characters. Uppercase and lowercase letters are considered different characters.
- May not contain spaces, your email address, your first name, or your last name.

User's Name is required as below:

- The name entered for the Veteran or Service-Disabled Veteran on the VA Form 0877 should match the name on the **DD 214, Certificate of Release or Discharge from Active Duty**, which is a United States Department of Defense document issued upon a military service member's retirement, separation, or discharge from active-duty military. Enter "NMN" in the "Middle Name" field if the Veteran or Service-Disabled Veteran has no middle name. In the case of a name change, further documentation will be requested.

Salutation:	<input type="text" value="None"/>	*
First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Suffix:	<input type="text"/>	
Phone:	<input type="text" value="XXX-XXX-XXXX"/>	* ext: <input type="text" value="XXXX"/>
<small>Example: xxx-xxx-xxxx</small>		
Company:	<input type="text"/>	*
Job Title:	<input type="text"/>	
DUNS:	<input type="text"/>	*
I am a Veteran Owner:	<input type="text" value="Select Yes or No"/>	*
Business Type:	<input type="text" value="Select a Business Type"/>	*
Email:	<input type="text"/>	*
Confirm Email:	<input type="text"/>	*
Password:	<input type="text"/>	*
Confirm Password:	<input type="text"/>	*



During the Registration process you are given the opportunity to indicate if you would like to participate in a Verification Webinar or work with a VA Certified Counselor that will be able to assist you through the process.

Security Question #1: *

Answer #1:

Security Question #2: *

Answer #2:

Security Question #3: *

Answer #3:

I am interested in attending a Verification webinar:

I am interested in working with a VA certified counselor:

CREATE USER 



Once you have completed the Registration form and selected Create User you will receive the following notification. Check your email account for an email from Vendor Information Pages. This message will contain a link that will enable you to confirm your email address. Selecting HOME will redirect you to the VIP Homepage.

Account Creation: Complete

Complete

A verification e-mail has been sent to you.

Please follow the instructions in the e-mail to confirm your email address.

HOME 



Below is a sample of the email you will receive. Click on the link provided to confirm your email address. Also please note that your email address will also be used as your username to login to VIP

Dear

Thank you for registering a user account in the Vendor Information Pages (VIP)! Please click the link below to confirm your email address:

<http://vip5dev.valador.corp/Public/Activate.aspx?id=51324e40-f3ba-40ad-85a3-1371273cab7d>

For your convenience, here is your email address:

Login: your email address

If you have any questions, please call the VA Office of Small and Disadvantaged Business Utilization (OSDBU) Help Desk at (866) 584-2344.

This is an automated message. Please do not reply.

Sincerely, |

MyVA Verification Team
Center for Verification and Evaluation



After clicking on the link you will receive the following confirmation notification and an email stating that your account has been confirmed. You will be contacted within 2 business days by a member of the Verification team and they will provide you with further instruction on what is needed to proceed with your application.

The screenshot shows a web page with a navigation bar at the top containing links for Home, Search, Account, Verification, Contact Us, and Help. On the right side of the navigation bar are buttons for LOGIN and REGISTER. The main content area features a section titled "Email Verification" with a light blue background box containing the following text:

Your email address has been confirmed. You will be contacted within 2 business days by a member of the MyVA Verification Intake team. If you are not contacted within 2 business days please contact the VA Office of Small and Disadvantaged Business Utilization (OSDBU) Help Desk at (866) 584-2344.



During the call the Verification team member will complete the activation on your account and this will enable you to login to VIP and build your business profile. You will receive a email confirming that your account has been activated and a link to continue the process.

Dear |

Your Vendor Information Pages (VIP) account has been approved. You may go to the following URL: <https://www.vip.vetbiz.gov/Public/logon.aspx> to continue the application process. Once you have logged in, please select "REGISTER" and follow the instructions and prompts to complete the VA Form 0877, provide information about your business, upload required documents, and submit your application for processing.

If you have any questions, please call the VA Office of Small and Disadvantaged Business Utilization (OSDBU) Help Desk at (866) 584-2344.

This is an automated message. Please do not reply.

Sincerely,

MyVA Verification Team
Center for Verification and Evaluation



At the login screen enter the email address provided on the registration form and the password you created and click SIGN IN

 **U.S. Department of Veterans Affairs**
Office of Small & Disadvantaged Business Utilization

VIP VENDOR INFORMATION PAGES

[Home](#) [Search](#) [Account](#) [Verification](#) [Contact Us](#) [Help](#) [LOGIN](#) [REGISTER](#)

Sign In

* Indicates required field

Email: *

Email is required.

Password: *

Password is required.

[Register](#) [Forgot Password](#)

SIGN IN >



The Account Summary Page provides Important Notices, enables you to Register your business by selecting Register, shows your application status, enables you to add a Rep, view your business profile after you have completed it. This will be your starting point going forward to complete any action related to your business

[Home](#)

[Search](#)

[Account](#)

[Verification](#)

[Support](#)

[Contact Us](#)

[Help](#)

[LOGOUT](#)

Account Summary

Important Notices:

- **Verification Eligibility Period:** Verification is valid for up to two years. Once a business is verified, it will remain verified for two years unless the verification is canceled due to a finding of ineligibility or its application for reverification is denied.
- **Reverification:** A verified business may submit an application for reverification any time within 120 days of expiration. Please keep in mind that by regulation, CVE has up to 60 days to process a complete application. Therefore, it is in your best interest to apply for reverification as soon as you are within 120 days of expiration.
- **Request for Reconsideration (R4R):** If an application for verification is denied, the business may submit a Request for Reconsideration. This request must be submitted to CVE within 30 days of the date of the denial letter. CVE will then have up to 60 days to process your Request for Reconsideration and render a final determination. Once an application or a Request for Reconsideration is denied, the business must wait 6 months before submitting a new application.
- **Voluntary Withdrawal:** Prior to submitting an application for verification you may "Reset" your business at any time to restart the registration process. Once your application has been submitted, you may "withdraw" your application at any time without penalty. After withdrawing, you may apply at any time.

Business Status	Business Name	DUNS	Registration Status	Workflow Status	Expiration	Public	Actions
	TEST77BK	333333344	Pending	Registration - Start		No	Register View Delete Withdraw Rep

[+ Register Business](#)



Registering with VetBiz – this screen provides details on the Verification Process and what you can expect as a registered business.

Home Search Account Verification Support Contact Us Help **LOGOUT**

Registering with VetBiz

IMPORTANT – In order to begin the registration process:

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2. **You must be an owner in the business.**

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As a Registered Business, your company will receive:

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2. Special Consideration for federal contracting opportunities from prime contractors and federal government agencies.
3. Notices of contracting opportunities.
4. Information and news affecting Veteran-Owned and Service-Disabled businesses.



After you have read this information click NEXT to continue

As a Registered Business, your company will receive:

1. Priority contracting opportunities under VA's Veterans First Buying Authority.
2. Special Consideration for federal contracting opportunities from prime contractors and federal government agencies.
3. Notices of contracting opportunities.
4. Information and news affecting Veteran-Owned and Service-Disabled businesses.

Process Overview

DUNS Number:	<input type="text" value="333333344"/>	*
Business Name:	<input type="text" value="TEST77BK"/>	*
Doing Business As:	<input type="text"/>	
Business Type:	<input type="text" value="Sole Proprietorship"/>	*

1. **CVE Welcome Call - Completed**
Click Next button to initiate registration process and receive CVE welcome call.
2. **Start Registration Process**
You will enter business owner information, Veteran status, and ownership percentages.
3. **Business owner(s) VA Form 0877 electronic signature(s)**
Business owners will be notified via email that the ownership (VA Form 0877) forms are ready to be reviewed and electronically signed.
4. **Edit business information**
You will enter business information, upload required documents ([View required documents](#)), and submit your application for verification.
5. **Submitted for verification**
The Center for Verification and Evaluation (CVE) will review your application to determine whether any required documents or clarifying information is needed.
6. **Request for Follow-up Documentation**
If required documents or clarifying information is needed, CVE will contact you with further instructions.
7. **Assessment**
CVE will perform a legal review of your complete application to determine whether your business satisfies all of the Verification Program eligibility criteria.
8. **Complete**
Your application has been processed and you have been notified of the final outcome.



Read and select all qualifications that apply to you and click NEXT

Business Registration : Check Your Qualifications

Check Your Qualifications

Check all that apply

- Veteran:** A person who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to Federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status also qualify as a Veteran.
- Veteran-Owned Business:** Not less than 51% of which is owned by one or more Veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.
- Service-Disabled Veteran:** A Veteran who possesses a disability rating letter issued by the Department of Veterans Affairs, establishing a service-connected rating between 0 and 100% or a disability determination from the Department of Defense.
- Service-Disabled Veteran-Owned Business:** Not less than 51% of which is owned by one or more Service-Disabled Veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more Service-Disabled Veterans; and the management and daily business operations of which are controlled by one or more Service-Disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.
- Small Business Concern:** [click here for more information](#)

NEXT 



Read the Instructions on the VA Form 0877. This document begins the process to allow your business to be evaluated. Click NEXT to continue

VA Form 0877: Instructions

The following document begins the process to allow your business to be evaluated by the Department of Veterans Affairs (VA) as a Veteran-Owned or Service-Disabled Veteran-Owned inclusion on the Vendor Info Pages if approved. Being verified allows your business to participate in programs and respond to business opportunities that are set aside for Veteran-Owned or Service-Disabled Veteran-Owned small businesses.

In order to participate in this program, **51% or greater of your business' owners must be Veterans, Service-Disabled Veterans, or in certain situations, a Surviving Spouse.** The disabled status and ownership percentage of each Veteran owner or surviving spouse will be collected on the form that follows these instructions.

In order to begin this process, you will need the following information for every owner who has ownership in your company:

- Name
- E-mail Address
- Percentage of Ownership In The Company

The name entered for Veterans or Service-Disabled Veteran for VA Form 0877 should match that on DD 214, **Certificate of Release or Discharge from Active Duty**, a document of the United States Department of Defense, issued upon a military service member's retirement, separation, or discharge from active-duty military. Enter "NMN" in middle name if the veteran or service-disabled veteran has no middle name. In the case of a name change, further official documents will need to be provided by the Veteran to substantiate the difference.

An e-mail will be sent to each owner asking them to visit the Vendor Information Pages (VIP) Web site to fill out and sign their respective portion of the form. Each Veteran owner or surviving spouse who signs the form will need to enter the following information on the form:

- Service-Disabled Status
- Social Security Number
- Date of Birth

Non-Veteran owners will only need to provide a signature.

When all Veteran owners have signed the form, their information will be reviewed by VA staff. Once verified, your business profile will be updated to show that you have been verified as a Veteran-Owned or Service-Disabled Veteran-owned business and you will gain all benefits of that designation.



BACK

NEXT





Review the information on this form and if necessary make corrections. This information is auto populated from the original Registration Form. Click NEXT to continue

Business Registration : VA Form 0877

VA Form 0877: Enter Business Information

Because you are registering this business, you are considered a representative. Please fill out the business information below.

* Indicates required field

Application Type:	VOSB	
Business Name:	TEST77BK	*
DUNS Number:	333333344	*
Doing Business As (DBA):		
Salutation :	Mr.	
First Name :	John	*
Middle Name :	E	*
Last Name :	Doe	*
Suffix :		
Job Title/Trustee :	CEO	*



Adobe Reader version 6 or higher is required to electronically sign the document.

< BACK **NEXT >**



This form is where you will enter All Owners information including this ownership percentage. Click the + sign next to Add New Owner to enter the required data

Business Registration : VA Form 0877

VA Form 0877: Enter Owner Information

Steps to complete VA Form 0877:

- 1) Click the + button next to the left of "Add New Owner"
- 2) Input the required fields and click "Insert" when complete
- 3) Repeat this process for the remaining owners until the total percentage of ownership reflects at least 99% and the combination of Veteran(s), Service-Disabled Veteran(s) or Surviving Spouse(s) reflects at least 51% ownership

Total of Percent Ownership: 0.000 %

Total of Percent Ownership for Veterans, Service-Disabled Veterans and Surviving Spouses: 0.000 %

[+ Add New Owner](#)

[RefreshButton](#)

NO.	Salutation	First Name	Middle Name	Last Name	Suffix	Email	Job Title/Truste	Percent Ownership	Veteran Status	Date Of Birth	SSN
No records to display.											

< BACK NEXT >



Enter the required information and Click INSERT if there is more than one (1) owner you will need to do this for each individual. Once you have entered all owners and the ownership percentage totals 100% Click NEXT to continue. This will generate a form that will be emailed to each owner for an electronic signature. All signatures must be received before you can continue on in the process.

VA Form 0877: Enter Owner Information

Steps to complete VA Form 0877:

- 1) Click the + button next to the left of "Add New Owner"
- 2) Input the required fields and click "Insert" when complete
- 3) Repeat this process for the remaining owners until the total percentage of ownership reflects at least 99% and the combination of Veteran(s), Service-Disabled Veteran(s) or Surviving Spouse(s) reflects at least 51% ownership

Total of Percent Ownership: 0.000 %

Total of Percent Ownership for Veterans, Service-Disabled Veterans and Surviving Spouses: 0.000 %

[+ Add New Owner](#) [RefreshButton](#)

NO.	Salutation	First Name	Middle Name	Last Name	Suffix	Email	Job Title/Trustee	Percent Ownership	Veteran Status	Date Of Birth	SSN
Salutation:		None ▼									
First Name:		<input type="text"/> *									
Middle Name:		<input type="text"/> *									
Last Name:		<input type="text"/> *									
Suffix:		<input type="text"/>									
Email:		<input type="text"/> *									
Job Title/Trustee:		<input type="text"/>									
Percent Ownership:		<input type="text"/> *									
Veteran Status:		Unknown ▼ *									
Date Of Birth:		<input type="text"/> <input type="text"/>									
SSN:		XXX-XX-XXXX									
<input type="button" value="Insert"/>		<input type="button" value="Cancel"/>									

No records to display.



VA Form 0877: Enter Owner Information

Steps to complete VA Form 0877:

- 1) Click the + button next to the left of "Add New Owner"
- 2) Input the required fields and click "Insert" when complete
- 3) Repeat this process for the remaining owners until the total percentage of ownership reflects at least 99% and the combination of Veteran(s), Service-Disabled Veteran(s) or Surviving Spouse(s) reflects at least 51% ownership

Total of Percent Ownership: 100.000 %

Total of Percent Ownership for Veterans, Service-Disabled Veterans and Surviving Spouses: 100.000 %

+ Add New Owner RefreshButton												
NO.	Salutation	First Name	Middle Name	Last Name	Suffix	Email	Job Title/Truste	Percent Ownership	Veteran Status	Date Of Birth	SSN	
	1	Mr.	John	K	Doe	john.doe@		100	Veteran	8/8/1974	2222	

BACK **NEXT**



Confirmation Notices states that the 0877 form has been sent to all business owners. Each owner will need to read and sign the form before you can continue with the process. Click CONFIRM to continue

VA Form 0877: Data Collection Confirmation

The following owner(s) will receive individual emails requesting that each of them click on the link provided in the email to validate their ownership information and sign the VA Form 0877.

John K Doe (john.doe@johnr.com)

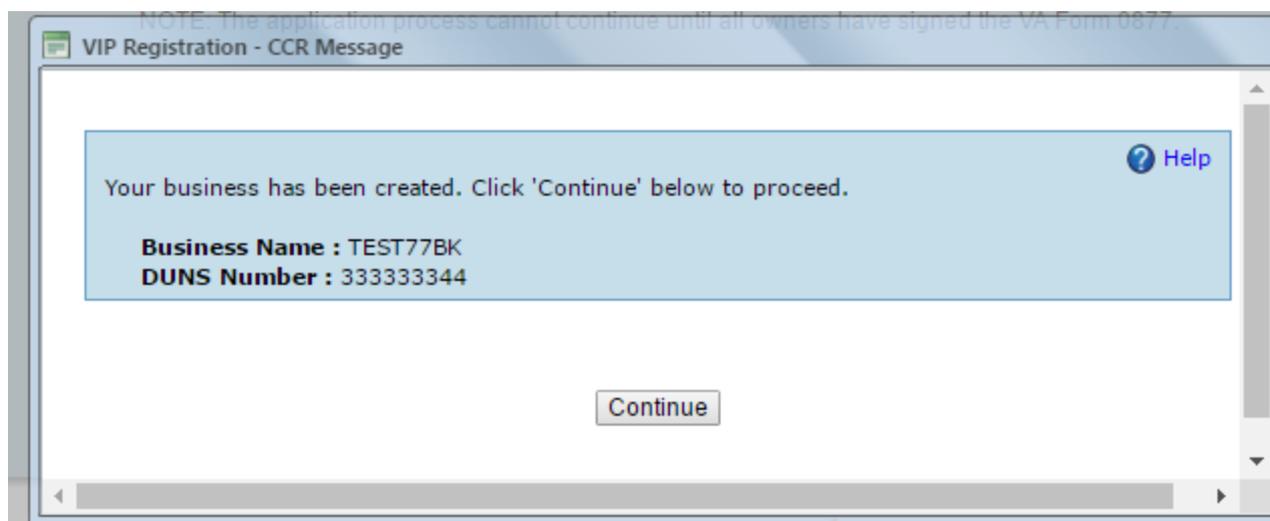
Please confirm that all information which you have entered is true and correct.

NOTE: The application process cannot continue until all owners have signed the VA Form 0877.

[← BACK](#) [CONFIRM →](#)



The Message below states that your business record has been created. Click CONTINUE





Click HOME and you will be take your Account Summary

Business Registration : VA Form 0877 Data Collection Complete

VA Form 0877 Data Collection Complete

E-mails have been sent to business owners.

You will not be able to proceed to edit the business profile
until all business owners have e-signed VA 0877 Forms.

Thank you.

HOME 



Account Summary – Now shows your current Workflow Status as Registration – Owner E-Signature this indicates that your account is in a Pending state until all 0877’s have been signed.

Home Search Account Verification Support Contact Us Help **LOGOUT**

Account Summary

Important Notices:

- **Verification Eligibility Period:** Verification is valid for up to two years. Once a business is verified, it will remain verified for two years unless the verification is canceled due to a finding of ineligibility or its application for reverification is denied.
- **Reverification:** A verified business may submit an application for reverification any time within 120 days of expiration. Please keep in mind that by regulation, CVE has up to 60 days to process a complete application. Therefore, it is in your best interest to apply for reverification as soon as you are within 120 days of expiration.
- **Request for Reconsideration (R4R):** If an application for verification is denied, the business may submit a Request for Reconsideration. This request must be submitted to CVE within 30 days of the date of the denial letter. CVE will then have up to 60 days to process your Request for Reconsideration and render a final determination. Once an application or a Request for Reconsideration is denied, the business must wait 6 months before submitting a new application.
- **Voluntary Withdrawal:** Prior to submitting an application for verification you may "Reset" your business at any time to restart the registration process. Once your application has been submitted, you may "withdraw" your application at any time without penalty. After withdrawing, you may apply at any time.

Business Status	Business Name	DUNS	Registration Status	Workflow Status	Expiration	Public	Actions
	TEST77BK	333333344	Pending	Registration - Owner E-Signature	No		Register View Delete Withdraw Reset Rep

Register Business



Check your email for a message from Vendor Information Pages. The message will contain a link that will allow you to review and sign the VA 0877 form.

Dear John K Doe,

An electronic document has been prepared for your signature. This document must be electronically signed before TEST77BK can continue with the Vendor Information Pages (VIP) registration process.

Please click the link below to review and electronically sign the document.

[http://vip5dev.valador.corp/Public/Signature/Agreement.aspx?
vbSigID=ZFY1dXFIWFRtdzN2ZU9mYzlVaU1JNDBqQkUxdWdVTUFtbno4NTdqcEZORT01&duns=333333344](http://vip5dev.valador.corp/Public/Signature/Agreement.aspx?vbSigID=ZFY1dXFIWFRtdzN2ZU9mYzlVaU1JNDBqQkUxdWdVTUFtbno4NTdqcEZORT01&duns=333333344)

If you have any questions, please call the VA Office of Small and Disadvantaged Business Utilization (OSDBU) Help Desk at (866) 584-2344.

This is an automated message. Please do not reply.

Sincerely,

MyVA Verification Team
Center for Verification and Evaluation



Clicking that link will open the Privacy Act Notice. Please review, check the box at the bottom to acknowledge that you have read and agree to the terms and select NEXT

Business Registration : Privacy / Paperwork Reduction Act Notices

Please read and agree to the following:

PRIVACY ACT STATEMENT: The information collected on this form is necessary to meet the eligibility of Veteran-Owned small business concerns under Section 502 of Public Law 109-461, 38 United States Code (U.S.Code) Section 8127 requirements. We will use the information to identify any VA records. Furnishing the information on this form, including your Social Security Number (No.) and VA File/Claim No. is voluntary; however, if the information is not furnished, VA will not recognize your small business as Veteran-Owned or Service-Disabled Veteran-Owned. Your obligation to respond is voluntary.

PAPERWORK REDUCTION ACT NOTICE: The collection of information meets the requirement of 38 U.S.Code Section 8127 (f) 4, as amended by Section 2 of the Paperwork Reduction Act of 1995. This form has been created to provide an efficient way for the Department of Veterans Affairs to collect and verify veterans and service-disabled veterans in Vendor Information Pages (VIP). We estimate the time to fill out the form to be about 5 minutes to read the instructions, gather the facts, and answer the questions. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed.

PART I - CONSENT TO ACCESS AND VERIFY VETERAN(S) OWNER(S)/VETERAN(S) STOCKHOLDER(S) RECORD(S)

Each veteran owner/veteran stockholder named herein authorizes consent for Center for Verification and Evaluation (CVE) personnel to access and verify their records. CVE will match your information with records maintained by VA's Beneficiary Identification Records Locator Subsystem database. Please see <http://www.vip.vetbiz.gov> for definitions of veteran, service-disabled veteran, owner, stockholder, Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), and eligible surviving spouse.

PART II - AFFIRMATION

By electronically signing this document, I affirm that the legal documents establishing the business are filed with my state and such articles established that at least 51% of the business is owned by Veterans or Service-Disabled Veterans, or eligible Surviving Spouses, as required by 38 U.S. Code Section 8127 (l) (2) and 38 Code of Federal Regulations Part 74. I affirm that each of the owners of the business (or in the case of a business with stock, each of the stockholders) is eligible to participate in Federal contracting and that neither the business nor any of the individual owners appears on the Excluded Parties List at as identified in Federal Acquisition Regulation 9.404-3. I further affirm that I have read and understand the language in 38 Code of Federal Regulations Part 74 and that the business is controlled by individuals eligible to participate in the VOSB or SDVOSB verification program. A false statement on any part of your application may be punished by fine or imprisonment (U.S. Code title 18, section 1001). I understand that any information I give may be investigated as allowed by law or Presidential order. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith. Misrepresentations of VOSB or SDVOSB eligibility may result in action taken by VA officials to debar the business concern for a period not to exceed 5 years from contracting with VA as a prime contractor or a subcontractor.

INSTRUCTIONS: Each business owner/stockholder must provide % of business ownership, identify Veteran status (yes/no), sign and date the form. Owners/stockholders who are Veterans, Service-Disabled Veterans or eligible Surviving Spouses must also provide SSN or VA Claim number and must check the appropriate block under Veteran Status. Ownership must total 99-100%. VA does not intend to collect SSN data from non-veterans. If this data is submitted, VA will destroy the record within 30 days. After completion, print a copy for your records.

By checking this box you signify that you have read and agree to the terms outlined above.

NEXT 



Enter the requested information and click NEXT. This will generate the VA 0877 form

Business Registration : Personal Information

Please provide the following information about yourself:

Select the appropriate block under **Veteran Status**.
Owners/stockholders who are Veterans, Service-Disabled Veterans or eligible
Surviving Spouses must also provide SSN or VA Claim number. VA does not
intend to collect SSN data from non-Veterans.

* Indicates required field

Veteran Status: *

Social Security Number: *

Date of Birth: *

NEXT 



Review the form and the Affirmation Statement and click on the link in the Signature box to apply an electronic signature.

TEST DOCUMENT - TEST DOCUMENT - TEST DOCUMENT

Form Approved: OMB No. 2900-0675
Expiration Date: July 31, 2017
Respondent Burden: 30 Minutes

Department of Veterans Affairs

VETBIZ VENDOR INFORMATION PAGES VERIFICATION PROGRAM

INSTRUCTIONS: Please provide the name of the company and its Data Universal Numbering system (DUNS) number. All stockholders/owners must provide title, First, Last, Middle Name, Percentage of Business Ownership, Veteran Status, Social Security Number or File Number, Date of Birth (SSN/File Number and DOB only applies to Veterans, Service Disabled Veteran or eligible Surviving Spouse) and sign the form. Ownership must equal 50-100%. VA will not accept applications from owners/stockholders who are not Veterans. **DO NOT MAIL, EMAIL, or FAX the form.**

PART I - CONSENT TO ACCESS AND VERIFY VETERAN(S) OWNER(S)/VETERAN(S) STOCKHOLDER(S) RECORD(S)

Each veteran owner/Veteran stockholder named herein authorizes consent for the Center for Verification and Evaluation (CVE) personnel to access and verify their records. CVE will match your information with records maintained by the Veterans Benefits Administration (VBA).

NAME OF COMPANY: TEST77BK
DUNS: 333333344

NAME(S) OF EACH BUSINESS OWNER/STOCKHOLDER/SURVIVING SPOUSE <small>(Last, First name, Middle, Last, Jr./Sr./III)</small>	% OF OWNERSHIP	VETERAN STATUS					SSN/VA FILE NO./CLAIM NO. FOR VETERAN(S) & SERVICE DISABLED VETERAN(S) & SURVIVING SPOUSE ONLY <small>(Skip if Non-Frontend)</small>	DATE OF BIRTH <small>(MM/DD/YYYY)</small>	SIGNATURE OF EACH BUSINESS OWNER(S)	DATE SIGNED
		VETERAN	SVC DIS VETERAN	SPOUSE	NONVET					
John K Doe	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	222-22-2222	1/1/1900	Click Here to Sign	<input type="button" value="Cancel"/> 8/3/2016	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

PART II - AFFIRMATION

By signing this form, I affirm that the legal documents establishing the business are filed with my state and such articles established that at least 51% of the business is owned and controlled (or in the case of stock, at least 51% of the stock is owned) by Veterans or service-disabled Veterans, or eligible surviving spouses, as stated in Public Law 109-461 Section 8127 (K1275 as amended by Public Law 111 (2)). I affirm that each of the owners of the business (or in the case of a business with stock, each of the stockholders) is eligible to participate in Federal contracting and that neither the business nor any of the individual owners appears on the Excluded Parties List at <http://epfs.gov>, as identified in Federal Acquisition Regulation 9.404-3. I further affirm that I have read and understand the language in 38 CFR Part 74 and that the business is controlled by individuals eligible to participate in the Veteran First program if I am claiming SDVOSB status. A false statement on any part of your application may be punished by fine or imprisonment (U.S. Code Title 18, section 1001). I understand that any information I give may be investigated as allowed by law or Presidential order. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith. Misrepresentations of VOSB or SDVOSB eligibility may result in action taken by VA officials to debar the business concern for a period not to exceed 5 years from contracting with VA as a prime contractor or a subcontractor.

PRIVACY ACT STATEMENT: The Privacy Act of 1974, 5 U.S.C. 552a(e), requires that all agencies publish in the Federal Register, a notice of the existence and character of their systems of records. VA system of records entitled VA VetBiz Vendor Information Pages (125VA00VE) covers the information being provided on this form. The information collected on this form is necessary to meet the eligibility of Veterans, Service Disabled Veterans and surviving spouse owned small business concerns under Public Law 109-461, Section 8127 requirements. We will use the information to identify any VA records. Furnishing the information on this form, including your Social Security Number (No.) and VA File/Claim No. is voluntary; however, if the information is not furnished, VA will not recognize your small business as veteran-owned or service-disabled veteran-owned. Your obligation to respond is voluntary.

PAPERWORK REDUCTION ACT NOTICE: The collection of information meets the requirement of Public Law 109-461, Section 8127 (f) 4, as amended by Public Law 111 by Section 2 of the Paperwork Reduction Act of 1995. This form has been created to provide an efficient way for the Department of Veterans Affairs to collect and verify Veterans in the Vendor Information Pages (VIP). We estimate the time to fill out the form to be about 30 minutes to read the instructions, gather the facts, and answer the questions. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed.

VA FORM 0877
MAR 2015

SUPERSEDES VA FORM 0877, DEC 2010,
WHICH WILL NOT BE USED.

TEST DOCUMENT - TEST DOCUMENT - TEST DOCUMENT



The following screen confirms that your signature is complete and you have the option to print a copy of the VA Form 0877 for your records. You will also receive a email that will contain a link that will enable you to continue with the process. Click NEXT and you will be taken to the login screen. You can login and continue to the process.

Business Registration : Signature Completion

Your Signature Is Completed

You have signed VA Form 0877 successfully.

[View/Print Signed Document](#)

Please click the above link to view and if desired print your document.

This document has been signed by all of the registered business owners. Your business profile is editable at this time.

An email notification was sent to the business representative to continue the business registration process by clicking the Edit link of the business in Account Summary, entering the required business information and submitting your business profile for verification.

NEXT 



Enter your username and password and select SIGN IN

Home Search Account Verification Contact Us Help LOGIN REGISTER

Sign In

* Indicates required field

Email: *

Password: *

[Register](#) [Forgot Password](#)

SIGN IN >



Account Summary – you will notice that the Workflow Status has changed to Registration – Edit Business Information and under ACTIONS you now have a option to Edit. Click on Edit

Account Summary

Important Notices:

- **Verification Eligibility Period:** Verification is valid for up to two years. Once a business is verified, it will remain verified for two years unless the verification is canceled due to a finding of ineligibility or its application for reverification is denied.
- **Reverification:** A verified business may submit an application for reverification any time within 120 days of expiration. Please keep in mind that by regulation, CVE has up to 60 days to process a complete application. Therefore, it is in your best interest to apply for reverification as soon as you are within 120 days of expiration.
- **Request for Reconsideration (R4R):** If an application for verification is denied, the business may submit a Request for Reconsideration. This request must be submitted to CVE within 30 days of the date of the denial letter. CVE will then have up to 60 days to process your Request for Reconsideration and render a final determination. Once an application or a Request for Reconsideration is denied, the business must wait 6 months before submitting a new application.
- **Voluntary Withdrawal:** Prior to submitting an application for verification you may "Reset" your business at any time to restart the registration process. Once your application has been submitted, you may "withdraw" your application at any time without penalty. After withdrawing, you may apply at any time.

Business Status	Business Name	DUNS	Registration Status	Workflow Status	Expiration Public	Actions
	TEST77BK	333333344	Pending	Registration - Edit Business Information	No	Register View Edit Delete Withdraw Reset Rep

Register Business



Enter your Business information. As you complete each section you will notice the yellow dot on the left turn green. The GREEN dot indicates all required information has been entered and you are now able to proceed to the next section.

Business Registration: Enter Business Information

- Business Information
- Business Type
- Financial Data
- Capabilities
- Business Relationships
- Relevant Documents

TEST77BK

* Indicates required field

Salutation	Business Owner	Job Title/Trustee	Percent Owned
Mr.	John K Doe		100%

Last Verified:
Expiration Date:
Workflow Status: Registration - Edit Business Information
DUNS: 333333344

Business Name: *

Doing Business As:

Year Established: *

Business Street Address 1: *

Business Street Address 2:

City: *

State/Territory: *

County: *

Zip: * -

Phone: *
(Example: xxx-xxx-xxxx)

Fax: *

Company Email: *

Website Address:

| Save |

| Next |



Business Registration: Enter Business Information

- Business Information
- Business Type
- Financial Data
- Capabilities
- Business Relationships
- Relevant Documents

TEST77BK

* Indicates required field

Business Type: *

FEIN: *

Cage Code:

NAICS: >> *
 <<

FSC: >>
 <<

PSC: >>
 <<

Purchase Card:

VOSB/SDVOSB:

Woman Owned Small Business:

Minority Owned Small Business:

HubZone:

8(a):

[| Previous |](#)

[| Save |](#)

[| Next |](#)



- Business Information
- Business Type
- Financial Data
- Capabilities
- Business Relationships
- Relevant Documents

TEST77BK

* Indicates required field

If "Largest Contract Awarded To Date" is 0, you can not enter contract information.

Average Annual Revenue: *

Largest Contract Awarded To Date: *

Bonding Level per Contract: *

Aggregate: *

Show my financial data to public:

Contract Type: ▾

Organization Name: *

Contracting Officer: *

Contract Number: *

Organization Phone: *

(Example: xxx-xxx-xxxx)

Department of Defense Contract: ▾

Federal Supply Schedule: ▾

Contracts				
View	Contract Number	Organization	Last Modified	
No records to display.				

[| Previous |](#)

[| Save |](#)

[| Next |](#)



- Business Information
- Business Type
- Financial Data
- Capabilities
- Business Relationships
- Relevant Documents

TEST77BK

* Indicates required field

Number of Employees: *

Number of Veteran Employees:

Number of Operating Locations: *

Geographical Service Area(s):

Alaska	>>	<input type="text"/>
Alabama	<<	
Arkansas		
Arizona		
California		
Colorado		

Current Level of Personnel Security Clearance:

Current Level of Facility Security Clearance:

Capabilities Keywords:

Capabilities Narrative:

[|Previous|](#)

[|Save|](#)

[|Next|](#)



- Business Information
- Business Type
- Financial Data
- Capabilities
- Business Relationships
- Relevant Documents

TEST77BK

* Indicates required field

Is TEST77BK a Joint Venture? *

Is TEST77BK a Mentor Protégé? *

Business Relationship:

DUNS For Related Business:

Relationships

View	Business Name	DUNS	Date	
No records to display.				

NOTE: You will be able to upload copies of your Joint Venture / Mentor Protégé agreements in the Relevant Documents tab.

[| Previous |](#)

[| Save |](#)

[| Next |](#)



Relevant Documents – If you have questions on any of the documents a link is provided that gives details on all documents related to your specific business type. Once you have completed all of the required information and all of the buckets have a GREEN and Check Mark indicator to the left you will be able to view the Affirmation Statement and SUBMIT your application.

TEST77BK

You are required to upload documents per your business type
Document type with * is Pre-application required document.

[View the required documents](#) or select a document group to begin uploading

Document Groups

- General Information
- Financial Information
- Management Information
- Legal Structure

Document Types

- 1.1 License
- 1.2 Resume *

Description:

This document is a Letter of Explanation.

Upload Status : Succeeded: 8/3/2016 7:47:57 PM

Uploaded Documents					
	View	Documents	Description	Explanation	Date
Group: General Information					
Type: 1.1 License					
		License.docx		No	08/03/2016

Note: You must submit a letter of explanation for each document type if for some reason you cannot submit any of the above required documents.

| Previous |

The enforcement penalties for misrepresentation of your Veteran owned business are as follows "Any business concern that is determined by the Secretary to have misrepresented the status of that concern as a small concern owned and controlled by Veterans or as a small business concern owned and controlled by service-disabled Veterans for purposes of this subsection shall be debarred from contracting with the Department for a reasonable period of time, as determined by the Secretary."

[Public Law 109-461 Section 8127 (g)]

I declare, certify, verify or state under penalty of perjury that the foregoing information entered in the Vendor Information Pages is true and correct.

SUBMIT



Confirmation Of Submission – Indicates that your pre-application has been submitted for review and you will be contacted by a Case Analyst within 3 to 5 business day. You will also receive a confirmation. Click DONE

Home Search Account Verification Support Contact Us Help **LOGOUT**

Confirmation Of Submission

Thank you for submitting your verification pre-application to Vendor Information Pages (VIP). The information you submitted about your business is currently being assessed for pre-application. Your business profile cannot be edited at this time unless there are pending requests. You will receive a phone call from your Case Analyst within 3 to 5 business days to discuss your business and pre-application documents. Please print a copy of this confirmation for your records.

VID: 2487
DUNS: 333333344
Business Name: TEST77BK
Workflow Status: Registration - Submitted for Verification
Type: Registration
Submitted Date: 8/3/2016 6:09:39 PM
Submitted By: Mr. Joseph K Jones (christina.morris@valador.com)

DONE ➤



Account Summary – Now Shows your Workflow Status as Registration – Submitted for Verification. At this time no further action is required. You will be contacted within 3 to 5 business days by a Case Analyst.

Home Search Account Verification Support Contact Us Help **LOGOUT**

Account Summary

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Business Status	Business Name	DUNS	Registration Status	Workflow Status	Expiration	Public	Actions
	TEST77BK	333333344	Pending	Registration - Submitted for Verification		No	View Withdraw Rep

 Register Business



Contact Us

U.S. Department of Veterans Affairs

Center For Verification and Evaluation (CVE)

810 Vermont Avenue, N.W.
Washington D.C. 20420

Help Desk

(866) 584-2344
Monday — Friday 800am — 800pm (Eastern)

Emails and Link

Status Updates: verificationfollowup@va.gov
Profile Questions: vip@va.gov
U.S. Department of Veterans Affairs: www.va.gov/osdbu

Mailing Address

[U.S. Department of Veterans Affairs](#)
Center for Verification and Evaluation (CVE)
810 Vermont Avenue, N.W.
Washington D.C. 20420



To view the Security & Privacy Policy regarding:

[Information Collected from E-mails and Web Forms](#)