



# Veteran and Service Disabled Veteran Owned Small Businesses

## Guide to Verification Process

Before you begin the verification process, please make sure:

- Your company is set up correctly – to qualify in terms of ownership, supervision (51% or more Veteran owned), highest paid employee is the veteran owner, carry the title of president (corps.) etc. (see qualifications on [www.vetbiz.com](http://www.vetbiz.com))
- You have registered and logged in to iUpdate for Dun and Bradstreet (you may already have a DUNS number, but you **MUST** be registered in iUpdate) Make sure all information in your account with iUpdate is current or if you are applying for a DUNS for the first time, make sure you are accurately registered. Pay attention to the spelling, punctuation and address used so you can correctly register in CCR
- You are currently register in CCR <https://www.bpn.gov/ccr/> and your registration is active
- Complete the DSBS Profile – available after completion of CCR
- Complete updated ORCA registration is active

Proceed to [www.vetbiz.gov](http://www.vetbiz.gov)

- Login and create your account in CVE. (Center for Veteran Enterprise
- Download VA 0877 document and all instructions for verification process
- Read and understand the directions for the process
- Download all documents that must be read, completed and then uploaded (make sure you select the documents for your particular entity – corporation, sole prop., etc.)
- Gather all documents listed on the checklist that must be uploaded (this will take several days to pull together) Make sure you have your DD214 and a VA letter stating disability/percentage
- Upload the documents and submit for review
- Watch all emails daily, you will have a time limit in which to respond to questions or supply more information as asked. **If you fail to respond in a timely manner, your review will end and you will have to resubmit at a later time, or be moved to the end of the line for review**

While you are in the review process:

- You should prepare for a possible onsite visit by downloading the checklist of documents that will be reviewed
- If there will be a review, make sure you are ready and have all required documents handy
- You will be notified via email letter if there will be a review (sample can be found in downloads on the CVE website)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT A PTAC PERSON It is easier to assist you before you submit than help after you have been denied.

Visit [www.mnptac.org](http://www.mnptac.org) and click on “Request Assistance” or call Mark Cooper at 1-612-259-6578 or email Mark at [mcooper@mnptac.org](mailto:mcooper@mnptac.org)