

# CA SMALL BUSINESS (SB) DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION GUIDE

Start your CA SB/DVBE certification [here!](#) This guide will take you through each section of the application using corresponding headings.



## 2 REGISTRATION

- Provide the following information
- FEIN or SSN
- DUNS number
- Legal Business Name
- DBA Name (if applicable)
- Business Phone Numbers
- Business Fax Number
- Business Web Address



## 4 OWNERS

- Provide information on the owner(s):
  - Title
  - Type of Owner
  - First and Last Name
  - Ownership Percentage
  - Owner Address
- Identify whether there is a VP
- Disclose additional business affiliations



## 6 OTHER

- Choose which counties in California to contract with
- Enter single words to describe business products and/or services.
- Identify UNSPSC Classification Selection
- Identify if the business is military veteran owned?



## 1 GATHER REQUIRED DOCUMENTS

- Complete Federal Tax returns (last 3 years) for applicant firm and affiliates
- IRS verification of your firm's TIN (tax identification number) or SSN. [Need EIN verification?](#)
- [Quarterly Contribution Return & Report of Wages](#) – for firm and affiliates
- Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (for DVBE)



## 3 BUSINESS

- Identify what industry the business belongs to and the type of industry (construction, manufacturing, non-manufacturing, services)
- Provide the Following:
  - Business start date
  - Business structure
  - CA Secretary of State Corporation/LLC number
  - Tax year beginning month
  - Whether business structure changed within last three years
  - Is this firm a franchise?

## 5 TAXES

- Provide the following:
- Number of employees
  - Number of affiliate employees
  - Gross Annual Receipts for 3 most recent fiscal years



## 7 ATTACHMENTS

- Last 3 Federal Tax returns
- Statement of information or corporate meeting minutes
- Quarterly Contribution Return and Report of Wages (cont) (EDD Form DE 9C) (4 most recent quarters)
- Tax ID Number Verification