

VOSB / SDVOSB Worksheet

Draft your answers here, then paste them into the SBA VetCert portal in one sitting.

Certification through veterans.certify.sba.gov is free and usually takes 30 to 90 days. Applications stall most often on ownership and control questions, so write those answers out before you start.

— APPLICANT

LEGAL BUSINESS NAME

DBA / TRADE NAME

EIN

STATE OF FORMATION AND ENTITY TYPE

BUSINESS ADDRESS

UNIQUE ENTITY ID (SAM.GOV)

— OWNERSHIP

VETERAN OWNER(S) AND PERCENTAGE OWNED

OTHER OWNERS AND PERCENTAGE OWNED

DATE THE VETERAN ACQUIRED OWNERSHIP

- ☐ Veteran ownership totals at least 51%
- ☐ Applying as SDVOSB (service-connected rating on file)

— CONTROL — THE QUESTIONS THAT SINK APPLICATIONS

The SBA is testing whether the veteran actually runs the company, not just owns it on paper. Answer in full sentences.

WHO SIGNS CONTRACTS, BIDS AND BANK DOCUMENTS?

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WHO HIRES, FIRES AND SETS PAY?

WHO HOLDS THE LICENSE THE WORK IS PERFORMED UNDER?

IF THE VETERAN WORKS ANOTHER JOB, HOW MANY HOURS PER WEEK GO TO THIS BUSINESS?

DO ANY NON-VETERAN OWNERS HAVE VETO RIGHTS? EXPLAIN.

DOCUMENTS TO UPLOAD

- ☐ DD-214 or NGB-22
- ☐ VA rating letter (SDVOSB)
- ☐ Articles of organization / incorporation
- ☐ Operating agreement or bylaws, with all amendments
- ☐ Two most recent business tax returns, or a statement that the business is new
- ☐ Government-issued photo ID for each veteran owner

TRACK IT

DATE SUBMITTED

SBA CASE NUMBER

FOLLOW-UP REQUESTED ON / RESPONDED ON

DECISION DATE AND RESULT
