

Supporting Document Checklist for the Veteran-Friendly Business Enterprise Program

In addition to completing [the application](#) for certification into the Veterans-Friendly Business Enterprise (VBE) program, records verifying veteran status, which are forms or official documentation that prove a service member is currently active or a veteran who has been honorably discharged or discharged under honorable conditions from a branch of the Armed Forces, must also be submitted.

Acceptable records include the following:

- United States Department of Defense form 214 (DD-214);
- United States Department of Defense form 215 (DD-215);
- United States Uniformed identification card (DD Form 2);
- United States Department of Veterans Affairs identification card;
- United States Department of Defense military identification;
- Ohio driver's license with armed forces logo;
- National Guard Bureau Form 22 (NGB-22); or
- Any other official documentation verifying status.

Documents will not be returned, so if submitting hard copies, **please submit copies only**. *Failure to submit required documentation will be cause to deny your VBE application.*

- Submit electronic records to DAS-EOD.VBE@das.ohio.gov
- Submit hard copies to:

Ohio Department of Administrative Services
Equal Opportunity Division
c/o Business Certification and Compliance Unit
4200 Surface Rd.
Columbus, OH 43228

If you have any questions, please contact the Equal Opportunity Division of the Ohio Department of Administrative Services at 614-466-8380.

If Veteran Employment Standard selected was. . .

- I. "At least fifty one percent of the business is owned by veterans or persons on active service," the following documents are required:

- Any of the above-noted acceptable records verifying veteran status **for each owner listed as a veteran or persons on active service**, and

The State of Ohio is an equal opportunity employer.

- The following applicable documentation:
 - If the business is a sole proprietorship**, then *either*
 - Forms 1040, 1040A, or 1040EZ (federal individual tax return) for the business owner; or
 - Schedule “C” for the business owner.
 - If the business is a corporation:**
 - Stock Certificates and
 - Stock Ledger or Journal
 - If the business is a limited liability company:**
 - Unit Certificates and
 - Unit Journal or Ledger
 - If the business is a partnership:** Partnership Agreement

II. “At least ten percent of the employees of the business are veterans or on active service,” the following documents are required:

- Either of the following two documents:
 - Last four quarters of the Unemployment Compensation Quarterly Report, or
 - List of all active full- and part-time employees listed by name and length of service (hire date and termination date) for the previous 12-month period.
- Any of the above-noted acceptable records verifying veteran status **for each employee listed as a veteran or persons on active service that makes up ten percent on the applicant business’s workforce.**

III. “If the business is a corporation (a) that is not owned by veterans or persons on active service and (b) does not have a workforce ten percent of which are veterans or on active

service, at least fifty one percent of the board of directors are veterans or people on active service” the following documents are required:

- Either of the following two documents:
 - Most recent meeting minutes that indicate current directors, or
 - Director roster
- Any of the above-noted acceptable records verifying veteran status **for each director listed as a veteran or persons on active service.**

IV. **“Certified by the U.S. Dept. of Veterans Affairs as a Service-Disabled Veteran-Owned Small Business or a Veteran-Owned Small Business and the owner(s) of the business meets the definition of veteran (OAC 123-5-1-01 (II))”** the following documents are required:

- Any of the above-noted acceptable records verifying veteran status **for each owner listed as a veteran or persons on active service.**