

# Calling All Veterans: Get Certified as a Veteran-Owned Business!

The Office of Supplier Diversity (OSD) certifies veteran-owned businesses for FREE. Certification is simple and offers the following benefits:



- ★ **Referrals** to state agencies and other organizations seeking certified businesses;
- ★ A listing in OSD's **Certified Business Enterprise Vendor Directory**;
- ★ **Exclusive emails** containing contract and networking opportunities, special events and training announcements; and
- ★ **Free online recertification** every two years to simplify the process.

**Your business must meet the following eligibility requirements to become a certified business:**

- ★ Be legally registered to do business in Florida as a for-profit organization (registration through the Department of State).
- ★ Be based in Florida.
- ★ Be owned or managed by a resident(s) of Florida.
- ★ Be 51 percent owned and managed by a woman, veteran or minority who is a U.S. citizen or a permanent resident alien.
- ★ Be engaged in commercial transactions (currently doing business).
- ★ Be registered in MyFloridaMarketPlace.
- ★ Have a net worth of less than \$5 million.
- ★ Have 200 or fewer full-time permanent employees.
- ★ Have a professional license, if required by the industry, in the name of the woman, veteran or minority business owner.

**To establish status as a veteran, you must provide both of these documents:**

- ★ DD214; and
- ★ Veteran Business Enterprise Certification Application (download on OSD's website).

**Ready to get certified? Follow these steps in the certification process:**

1. Register as a new vendor on MyFloridaMarketPlace.com, the state's procurement website, if you are not registered already.
2. Review the Required Documentation List on OSD's website and gather all of your necessary required documentation.
3. Mail or scan and email all of your supporting documentation to OSD.

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