



Reverification Expiration Notification Fact Sheet

Summary:

To ensure firms receive ample time and notification to complete the reverification process, the Center for Verification and Evaluation (CVE) provides both email and phone call reminders prior to a participant firm's verification expiration.

Quickly access VA verification application resources via [Verification Assistance](#).

For more information about VA Small and Veteran Business Programs, visit <https://www.va.gov/osdbu>.

Discussion:

CVE instituted expiration notification reminders which surpass regulatory requirements.

Each firm receives three expiration notification emails and two expiration phone calls. Emails and calls are sent to the participant firm's email address and telephone number listed in the VetBiz [Vendor Information Pages](#) (VIP) profile.

Email reminders are sent 120, 90, 60, and 30 days prior to a firm's verification expiration. Phone calls are made 120 and 60 days prior to the verification expiration. If the Veteran owner is not available to take the telephone call, a voicemail message is delivered.

It is important that participant firms regularly update their VIP profiles to reflect changes in contact information, personnel, and managed representative information to ensure CVE is able to communicate with firms.

The best way to increase a firm's approval chances is to utilize any of the following resources:

[CVE Certified Counselors](#)

[Verification Webinars](#)

[Verification Assistance Program](#)

[Verification Assistance Briefs](#)

Center for Verification and Evaluation Office of Small and Disadvantaged Business Utilization

1-866-584-2344

Monday-Friday

8 a.m.-6 p.m. (Eastern)

Status Update:

verificationfollowup@va.gov

Profile Questions:

vip@va.gov