



## VA Form 0877 Fact Sheet

### Summary:

The Center for Verification and Evaluation (CVE) addresses common VA Form 0877 errors and how they can be remedied.

### Discussion:

All firms applying for registration in the VetBiz Vendor Information Pages (VIP) database must electronically sign the Verification Application, commonly referred to as Form 0877.

Errors in completing Form 0877 can result in verification application delays. Common Form 0877 mistakes include:

- **Owner enters wrong Social Security number.** Be extremely careful and diligent when entering any personal information. Double check all work.
- **Owners are not listed in order of percentage amount.** Owners must be listed in highest order of percentage amount, with the **majority owner listed first.**
- **Owner submits incorrect ownership percentages.** This generally happens when there is a change in ownership. Check to make sure all ownership percentages add up to a total of 100 percent.
- **Veteran does not enter name as it appears on Form DD-214.** Enter your name exactly as it appears on Form DD-214. **Do not** input nicknames, aliases, or married name if it is not on Form DD-214. CVE may request supporting documentation and conduct a site visit.

- **Difficulty entering Veteran name information.** Enter your name following the format in the image below.

NO.	First Name	Last Name	Email
	First Name:	John E.	
	Last Name:	Doe III	

**Middle names** or **Initials** should be typed in the 'First Name' box. **Suffixes** (i.e., Jr. or III) should be typed into the 'Last Name' box.

- **Multiple owners enter the same email address on Form 0877.** Firms with multiple owners must have **separate** and **unique** email for **each** owner.
- **Veteran enters wrong Veteran status owner type.** For example, a Veteran that does not have a VA disability rating letter checks the block for Service Disabled (SVC DIS. VETERAN) or vice versa. Check to make sure you input the correct Veteran status owner type.

These simple mistakes can negatively impact the processing time of a verification or re-verification application. If a mistake is made on Form 0877, applicants will need to contact the Help Desk at 1-866-584-2344 for assistance to resolve the problem(s).

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

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



U.S. Department  
of Veterans Affairs

**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](mailto:verificationfollowup@va.gov)

Profile Questions:

[vip@va.gov](mailto:vip@va.gov)