



COMMONWEALTH OF VIRGINIA
Department of Small Business and Supplier Diversity

Request for DBE file by Business Owner

Please note:

1. You **must be the majority business owner** -OR- if there is no owner with at least a majority ownership percentage, then you must be an owner –AND- the highest officer, to make this request for copies of your DBE application and documents.

It is against the Federal Regulations for us to release information that may be reasonably construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting documentation.

2. The costs for copies of DBE files are as follows:
 1. 10 cent per sheet of the application form and supporting documents
 2. \$30.00: processing fee
 3. \$30.00: mailing cost

Please contact the firm's DBE Certification Officer for an estimate of the total pages of the requested documents. A copy of the emailed estimate from the DBE Certification Officer **must** be included with this form. Payment is required in advance by check and checks are to be made out to the Treasurer of Virginia. We expect a five (5) day turn around for shipping of the file.

Please mail the completed form and check to:
Department of Small Business and Supplier Diversity
101 N. 14th Street, 11th Floor
Richmond, VA 23219

Company Name:

Owner Name:

Address:

City / State / Zip:

Phone:

Email Address:

Certification number:

Documents Requested:

I _____(full name printed), swear or affirm under penalty of law that I am _____(title) of applicant firm _____(firm name).

Business Owner's Signature: _____

Date: _____

Notary Certificate

City / County of _____

In the Commonwealth / State of _____

The foregoing instrument was subscribed and sworn before me

This _____ day of _____, 20____,

By _____
(name of person / DBE applicant)

(Notary Signature)

Notary Registration # _____

My Commission expires: _____

NOTARY SEAL