COMMONWEALTH OF VIRGINIA
Department of Small Business and Supplier Diversity

SWaM Certification Program
Waiver Request

Purpose
SWaM regulations, 7VAC13-20-220, require a business to wait six months from the date of denial before reapplying for any SWaM designation(s) that the business has been denied. The purpose of this form is to request a waiver of the six-month reapplication period.

Company Name: ________________________________

Contact Person for Waiver: __________________________

Email Address for Waiver: ___________________________

SWaM Certification / Record Tracking number: ________

Type(s) of Certification Denied:  
- [ ] Small  
- [ ] Women-owned  
- [ ] Minority-owned  
- [ ] Micro  
- [ ] Service-Disabled Veteran

Date of Denial Notice: ________________

Grounds for the Waiver
Please provide a reasonable basis for the waiver request. A change that was seemingly made based on, and/or as a result of, being denied certification is not an acceptable reason for a waiver, and in such a case, the request for a waiver may be denied.

Revised 11/5/2019  
DSBSD Waiver Request Form, page 1
Please state the reasons upon which your firm is requesting a waiver. Include what has changed since the date of denial and attach all relevant supporting documentation:

List of Attached Supporting Documents That Were NOT Previously Submitted:

1. 
2. 
3. 
4. 

Business Owner’s Signature: 

Business Owner’s Printed Name: ___________________________ Date: ___________________________ 

Business Owner’s Title: ___________________________

Send the completed form via email to: waiver@sbsd.virginia.gov

Enter "Waiver Request" in the subject line.