COMMONWEALTH OF VIRGINIA  
Department of Small Business and Supplier Diversity  

SWaM Certification Program  

An on-site visit is not a requirement for the Virginia SWaM certification process, however if your company is seeking certification from another state that requires an on-site visit, the Department of Small Business and Supplier Diversity (SBSD) will provide this service.

- Please complete the form below.
- The fee for this service is $75.00. Please make the check or money order in the amount of $75.00 payable to “Treasurer of Virginia”.
- Once your request and payment are received you will be contacted by SBSD within 30 days to schedule the on-site visit.
- If subsequent visit(s) are required to complete the certification process you may be charged additional fee(s).
- The site visit report will be sent directly to the certifying contact for the state from which you are seeking certification.

Request for On-site Visit

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<th>Company Name:</th>
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<tr>
<td>Contact Name:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>City / State/ Zip:</td>
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<td>Phone:</td>
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<td>Email Address:</td>
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<td>SWaM Certification / Record Tracking number:</td>
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State that requires Virginia On-site Visit Report: 

Name of the Contact Person: 

Address: 

City / State/ Zip: 

Phone: 

Email Address: 

Reference Number: 

The undersigned understands that any material misrepresentation as stipulated above will be grounds for denial or revocation of certification and initiation of action under State laws (Code of Virginia § 18.2-213.1) concerning falsely sworn statements.

Code of Virginia § 18.2-213.1: 
A person shall be guilty of a Class 1 misdemeanor if, in the course of business, he willfully makes a false statement knowing it to be untrue, whether by affidavit, report or other representation, to an official or employee of a public body for the purpose of influencing the certification or denial of certification of any business entity as a small, women-owned, or minority-owned business, or disadvantaged business;

Business Owner’s Name: 

Company Position: 

Business Owner’s Signature: ___________________________ Date: 

Please send the completed form along with a $75.00 check or money order made payable to “Treasurer of Virginia” to SBSD:

Mailing address: Department of Small Business and Supplier Diversity 
101 N. 14th Street, 11th Floor 
Richmond, Virginia 23219