



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.

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.