

Commonwealth of Virginia Department of Minority Business Enterprise



Small, Woman- and Minority-Owned (SWaM) Business Certification

The application of SWaM certification has been streamlined

Three Steps to Complete Application Process:

1. Complete the Online Application for SWaM Certification - https://egov1.virginia.gov/mbe_cert/cgi-bin/intro.cgi
2. Print, sign and date the completed application form.
3. Mail the signed application and all required supporting documents to DMBE

Supporting Documents for All SWaM Certification Applicants

1. A copy of Government-issued photo I.D. of the business owner(s): e.g. DMV License, passport.
2. Specific schedule of the Federal Tax Return from the most recent year
(Do not send the whole federal tax return or state tax forms)

Corporation	Schedule E
S Corporation	Schedule K-1
Partnership	Schedule K-1 OR Schedule C
LLC	Schedule E, OR Schedule K1, OR Schedule C
Sole Proprietorship	Schedule C

3. Last Federal 941 Quarterly Payroll tax form (1st page only) if you are qualifying under the number of employees,

OR

Signed Business Federal Income Tax Return (1st page only) of the past three years if you are qualifying under the gross receipts.

4. Owner Title Sheet: http://www.dmb.e.virginia.gov/documents/owner_title.doc