

New Jersey Department of the Treasury  
Division of Revenue & Enterprise Services  
Small Business Registration &  
MBE/WBE/VOB/DVOB  
Certification Services Unit



New Jersey Selective Assistance Vendor Information  
(NJSAVI)

# **New Jersey Department of the Treasury Division of Revenue & Enterprise Services**

The certification Unit at New Jersey Department of the Treasury, Division of Revenue & Enterprise Services is responsible for processing registration and certification of the following programs:

SBE – Small Business Enterprise Registration

MBE – Minority Business Enterprise Certification

WBE – Women Owned Business Enterprise Certification

MWBE – Minority & Women Owned Business Enterprise Certification

VOB – Veteran Owned Business Registration

DVOB – Disabled Veteran Owned Business Registration

You may download all of these applications by connecting to:

[www.njportal.com/dor/sberegistry](http://www.njportal.com/dor/sberegistry)

*For help or questions you may contact the office:*

*Main Line: 609-292-2146 Fax: 609-984-6679*

# **Small Business Set- Aside Program**

## **Small Business Enterprise (SBE)**

- There is a 25% goal for State contract dollars allocated to currently approved New Jersey Small Business (SBE)

### **Standards of Eligibility for Small Businesses**

- Principal place of business in New Jersey:
  - 51% or more of business operations/sales occur in New Jersey or
  - 51% or more of company's full time employees work in New Jersey
- Independently owned and operated
- Valid N.J. Business Registration Certificate (BRC)
- For profit
- 100 or less employees in full-time positions
- There are revenue limits to be approved for SBE

## **Benefits of SBE Registration**

- Puts your business on the NJSAVI database (Selective Assistance Vendor Information) enabling the State and potential customers/partners to find you
- NJSAVI matches buyers with approved SBE vendors
- NJSAVI is accessed by 57 state agencies, departments., commissions, colleges, etc.
- NJSAVI is also accessed by private corporations

## **How to apply:**

- This application is submitted online
- Download, complete, sign, attestation, notarization on the online SBE application
- Upload the required supporting documentation

## **Minority and/or Women Business Certification (MWBE)**

A Minority and/or Women Business Enterprise (MWBE) is defined as at least 51% independently owned, operated, and controlled by a minority and/or women.

### **Standards of Eligibility for Certification**

- 51% ownership or more in the business by minority/women persons
- Independently owned & operated
- Management control of daily operations
- Operating Control
  - Technical expertise in the field/industry
- For profit
- Must have revenue

## **Benefits of Certification**

- Certification means authentication
- It's a great credential
- Participate in private sector (corporate) supplier diversity programs
- Participate in municipal, county, and other local government diversity programs

## **How To apply:**

- This application is submitted online
- Download, complete, sign, attestation, notarization on the online MWBE application
- Upload the required supporting documentation

# Fast Track Certification for MWBE!

- We accept the following certifications:
  - Port Authority of New York/New Jersey
  - Other state certification agencies
  - MSDC; WBENC

## How To apply:

- Contact our office to request “Fast Track Other Application”
- This application is submitted online
- Upload the original copy of the M/WBE application filed with the other certifying agency (exclude supporting documentation) and
- Upload current approval certificate/letter from the other certifying agency

# **Set- Aside Program for Disabled Veteran Owned Business (DVOB)**

- There is a goal that New Jersey State contracting agencies award at least 3% of their procurement to New Jersey disabled veteran businesses.

## **Standards of Eligibility for Disabled Veteran Owned Businesses**

New Jersey Disabled Veteran means a resident of this State who has been officially verified by the United States Department of Veterans Affairs as a service disabled veteran .

- Principal place of business in New Jersey
- Independently owned and operated
- At least 51% owned by New Jersey resident persons who are service related disabled veterans
- Valid N.J. Business Registration Certificate (BRC)
- For profit



# **Benefits of DVOB Registration**

- 3% set-aside goal on State contracts
- Puts your business on the NJSAVI database (Selective Assistance Vendor Information) Enabling potential customers/partners to find you
- NJSAVI matches buyers with approved DVOB vendors
- NJSAVI Is accessed by 57 state agencies, departments., commissions, colleges, etc.
- NJSAVI is also accessed by private corporations

## **How to apply:**

- This application is submitted online
- Download, complete, sign, attestation, notarization on the online MWBE application
- Upload the required supporting documentation
- Upload a copy of a US Department of Veteran Affairs Disability Award Letter or a copy of Federal Service Disabled Veteran Owned Business Determination Letter issued by United States Department of Veterans Affairs (SDVOSB)

# Veteran Owned Business (VOB)

New Jersey Veteran means any citizen and resident of this State now or hereafter honorably discharged or released under honorable circumstances who served in any branch of the Armed Forces of the United States or a Reserve component thereof for at least 90 days and shall include disabled veterans.

## Standards of Eligibility for Veteran Owned Businesses

- Principal place of business in New Jersey
- Independently owned and operated
- At least 51% owned by New Jersey resident persons who are veterans, honorably discharged
- Valid N.J. Business Registration Certificate (BRC)
- For profit

## **How to apply:**

- This application is submitted online
- Download, complete, sign, attestation, notarization on the online VOB application
- Upload Copy of owners' Discharge Form DD-214

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Help Desk Number: 609-292-2146