Entity Validation Documentation Requirements



Instructions:

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
Most Commonly Used Documents: Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) Bank Statements* (redact information that isn't necessary for validation) Certificate of Formation/Organization (if stamped as filed with an authority) Department of Treasury IRS letter assigning your EIN Secretary of State Certificate of Filing Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) Utility Bill* (water, gas, or electric only) Other Documents You Can Use: Bylaws for your company (if stamped as filed with an authority) Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment City Business Tax Certificate* Department of Treasury IRS Tax Exemption Status Letter* "Doing-business-as" or DBA document (if stamped as filed with an authority) Driver's License (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name) IRS Form 882-B or Form 990 for address change (filed only) IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors) IRS Form 1099* if you are the recipient (not the filer) License to Operate* (issued by city, state) Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) Partnership documentation (if stamped as filed with an authority) Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) Share Certificate State Sales and Use Tax Permit* Tax invoice* (federal, state, local, international) Town charter, documentation from state g	 Most Commonly Used Documents: Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) Certificate of Formation/Organization (if stamped as filed with an authority) Department of Treasury IRS letter assigning your EIN Secretary of State Certificate of Filing Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the website URL) Other Documents You Can Use: Bylaws for your company (if stamped as filed with an authority) Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment "Doing-business-as" or DBA document (if stamped as filed with an authority) IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors, only if it contains your business start date) Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) Partnership documentation (if stamped as filed with an authority) Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began 	 Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). Do not submit screens from U.S. federal websites. Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. Government-issued tax receipt/return Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) All international documents must have a satisfactory English language translation attached.

Your documents must show your entity information exactly as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) must be 5 years old or less.