



## VETERAN BUSINESS PROGRAM NO CHANGE APPLICATION CERTIFICATION CHECKLIST

The annual certification renewal process is a crucial part of your yearly profile review. The No Change Application (NCA) verifies your ownership and control have remained unchanged since the last certification, ensuring the validity of your Veteran Business Program certification. Your active participation in this process is both appreciated and essential.

### **Each applicant business is required to submit:**

- VBP application affidavit signed by an authorized officer of the firm and notarized.
- Current Federal Income Taxes with all schedules and attachments, including affiliate business income taxes.
- Current license(s) (local, county, and state business license(s), permit(s), and professional license(s) (e.g., contractor, architect, or engineer's registration as required by law)).

### **No Change certification is valid for one year and is annually reviewed.**

If necessary, applicants may be asked to supply other documentation, including the prior year's income tax information. Failure to provide these documents may result in a delay or denial of your certification renewal.

### **How to Renew:**

The streamlined renewal process is especially designed to ensure your renewal can be completed with ease. To renew your VBP Certification, visit our Supplier Diversity Management Portal at <https://ceibep.diversitysoftware.com>.

### **For assistance, contact us at:**

Phone: 312-814-4190 or 1-800-356-9206

Email: [CEI.BEP.Certification@Illinois.gov](mailto:CEI.BEP.Certification@Illinois.gov)