



U.S. Small Business
Administration

Area VI
Office of Government Contracting
San Francisco Area Office
U.S. Small Business Administration
455 Market Street
6th Floor
San Francisco, CA 94105
Tel: (415) 744-8429

AK, AZ, CA, HI, ID, MT, NV, OR, UT, WA, WY, GU

To request a formal size determination from the U.S. Small Business Administration (SBA), below is a list of items required for the SBA to perform a size determination in connection with the DOT DBE program.

- Name, address, and phone number of referring DOT DBE point of contact:
- A completed SBA Form 355: <https://www.sba.gov/document/sba-form-355-information-small-business-size-determination>
- A copy of the concern's Articles of Organization and Operating Agreement or Articles of Incorporation and Bylaws:
- The concern's business and any affiliates last annual statements to shareholders, if applicable.
- If the concern is in an industry using a receipts-based size standard, IRS Tax forms and Financial Statements for three or five complete prior fiscal years for the applicant firm and any affiliates.
- If the concern is in an industry using an employee-size standard, official payroll documentation with breakdown of the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods for the 12 months preceding the date of determining size. The breakdown should include the number of persons employed by affiliates on a full-time, part-time, temporary, or other basis during each of the pay periods for the 12 months preceding date of determining size.

Please send your request for a formal size determination to:

Esmeralda Sanchez
Size Program Manager
Office of Government Contracting-Area VI
U.S. Small Business Administration
(415) 744-4242
esmeralda.sanchez@sba.gov