

**DBE UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST** In order to complete your application for DBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

*All Applicants*

Work experience resumes (include places of ownership/employment with corresponding dates), for all owners and officers of your firm

**NOTE: emphasize all technical expertise for industry of business. Within entry for actual ownership/business identify bullet points of ‘day-to-day operations ie hiring/firing, financial decisions, estimating/quoting, etc.**

Personal Financial Statement (form available with this application) Personal tax returns for the past three years, if applicable, for each owner claiming disadvantaged status

Your firm’s tax returns (gross receipts) and all related schedules for the past three years

**NOTE: See Personal Financial Statement as part of application packet that must be completed. Additionally 3 years of personal taxes must be submitted (all pages). Business tax returns are required as available**

Documented proof of contributions used to acquire ownership for each owner (*e.g., both sides of cancelled checks*)

**NOTE: must have capital investment (more than sweat equity). At a minimum you should have invested \$300-\$500 to get business started. If business was opened more than 7 years previously you are not required to have those records and you may state this fact for not supplying actual record of expenditures. If less than 7 years you must identify where the source of dollars was and if you do not have those tangible records write a statement to that fact.**

Your firm’s signed loan agreements, security agreements, and bonding forms

**NOTE: if you have acquired loans for business you must supply all paperwork – majority owned signature must be present. If this does not apply to your business – in the box on the checklist notate N/A.**

Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases

**NOTE: wherever you business resides/operational you must have proof ie rental agreement, tax deed, mortgage statement. Make sure that a home based business has specific identified space for office of business.**

List of equipment leased and signed lease agreements

**NOTE: Product equipment for business must be referenced. If ‘service’ business a computer is sufficient and must identify what the serial number for computer is – it is not necessary to identify telephone and/or fax machines. If not lease/rental agreement exists identify N/A in checklist box.**

List of construction equipment and/or vehicles owned and titles/proof of ownership

**NOTE: If none exist identify N/A in checklist box**

Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years

**NOTE: If none exist identify N/A in checklist box**

Year-end balance sheets and income statements for the past three years (*or life of firm, if less than three years*); a new business must provide a current balance sheet

**NOTE: this is required. New businesses will need to create appropriate documentation. Google can be searched for templates to use. A basic asset to liability is sufficient.**

All relevant licenses, license renewal forms, permits, and haul authority forms

**NOTE: If not applicable mark checklist box N/A**

DBE and SBA 8(a) or SDB certifications, denials, and/or decertifications, if applicable

**NOTE: Have you ever applied for any other certifications and been denied or decertified? If so must address.**

Bank authorization and signatory cards

**NOTE: this will be reviewed for owner signature – any other signatures will be reviewed for ‘possible control’ issues.**

Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners, and/or directors of the firm

**NOTE: owner must be highest paid in company. If union is applicable and due to that fact owner wage is less due to new business existence need to explain circumstances**

Trust agreements held by any owner claiming disadvantaged status, if any

**NOTE: Mark checklist box N/A if not applicable**

Submit proof of citizenship/legal permanent resident status if born outside U.S.A. (Alien registration number or Green Card.) U.S. Citizens should submit a Birth Certificate, Voter’s Registration card or Armed Services Discharge papers (DD214).

**NOTE: Must be US citizen whether natural born or naturalized**

**NOTE: for the below information – focus on what is applicable to your business formation**

***Partnership or Joint Venture***

Original and any amended Partnership or Joint Venture Agreements

***Corporation or LLC***

Official Articles of Incorporation (*signed by the state official*)

Both sides of all corporate stock certificates and your firm’s stock transfer ledger

Shareholders’ Agreement

Minutes of all stockholders and board of directors meetings

Corporate by-laws and any amendments

Corporate bank resolution and bank signature cards

Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

***Trucking Company***

Documented proof of ownership of the company

Insurance agreements for each truck owned or operated by your firm

Title(s) and registration certificate(s) for each truck owned or operated by your firm

List of U.S. DOT numbers for each truck owned or operated by your firm

***Regular Dealer***

Proof of warehouse ownership or lease

List of product lines carried List of distribution equipment owned and/or leased

**NOTE: The specific state UCP to which you are applying may have additional required documents that you must also supply with your application. Contact the appropriate certifying agency to which you are applying to find out if more is required.**

**NOTE: DBE do not have to certified for all products/services. Decisions could be made based on transportation/construction industry. Below is a short list of industries approved. Miscellaneous, Professional Services and Suppliers are varied and broad range.**

<b><i>UCP Directory by Category (Revised 04/20/11)</i></b>
<a href="#">Airport Concessionaire Sorted by Firm</a> (.pdf file)
<a href="#">Architecture/Engineering Sorted by Firm</a> (.pdf file)
<a href="#">Construction Sorted by Firm</a> (.pdf file)
<a href="#">Manufacturing/Fabricating Sorted by Firm</a> (.pdf file)
<a href="#">Miscellaneous Sorted by Firm</a> (.pdf file)
<a href="#">Professional Services Sorted by Firm</a> (.pdf file)
<a href="#">Suppliers Sorted by Firm</a> (.pdf file)
<a href="#">Truckers Sorted by Firm</a> (.pdf file)