

DOCUMENTATION ATTACHMENTS – Please include appropriate documentation with the application and please indicate which documents are attached. The documentation required for certification is listed below, but is not limited to:

ALL BUSINESSES ARE REQUIRED TO SUBMIT:

- Fictitious Business Statement (i.e., DBA Statement) (if applicable)
- Proof of U.S. Citizenship (passport, birth certificate)
- Proof of Ethnicity for Owner(s), Partners, Shareholders (driver's license, birth certificate)
- Two Years of Federal Tax Returns (**Business**)*
- Financial Statements (P & L , statement of cash flows, balance sheet)
- Notes Payable (if any)
- Applicable Operating Business License and/or permits
- Facility Lease Agreements
- Resume(s) of all owner(s), partners or shareholders
- Equipment Rental and Purchase Agreements (if applicable)
- Contract or work history for the past three years (if applicable) (name/contact type of work performed or type of contract received)
- Equipment owned or available (include description of equipment, year acquired, and current value)
- Proof of Bonding Capacity (if applicable)
- Bank Signature Card (copy signature card or letter from bank)
- Proof of Capital Investment
- Indian/Native Americans Blood Degree Certificate (i.e. tribal registry letter, tribal roll register number) [if applicable]
- \$300.00 non-refundable processing fee

LLCs SUBMIT: (In addition to items 1-17 above)

- Income Statement
- Balance Sheet
- Notes Payable
- Copy of Bank Account Signature Card or letter from Bank identifying signers
- Operating License
- Facility Lease Agreements (if any)
- Articles of Organization
- Operational Agreement
- All Member/Unit Certificates
- Minutes of First and Most Recent Meetings

PARTNERSHIPS SUBMIT: (In addition to items 1-17 above)

- Partnership Agreements
- Buy Out Rights
- Profit Sharing
- Current Partnership
- Financial Statement
- Third-party agreements: management service agreements
- Proof of Capital Investment

CORPORATIONS SUBMIT: (In addition to items 1-17 above)

- Article of Incorporation (include any amendments)
- Certificate of Corporation from Secretary of State
- Minutes of First and Most Recent Board Meeting
- Copies of All Stock Certificates
- Current Stock Ledger
- Corporate Bylaws
- Proof of Stock Purchase

IMPORTANT NOTE:

Please submit only required documents in chronological order. Please do not submit applications in any bound format. The submission of a neatly organized application accompanied with the required documents will expedite the processing of your application. Please provide an explanation for any documentation you cannot provide.

***Personal taxes if in business less than 1 year**

****Financial Statements must be in accordance to GAAP (Generally Accepted Accounting Principles) Standards**

*****Please send copies of the above items – not originals, as we will not return the application or attachments to you.**

