

CHECKLIST

DBE UNIFIED 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

- Proof of ethnicity.
- Lease/rental/purchase agreements for all real estate including office and storage space.
- Licenses, registrations, and permits.
- Documented proof of contributions used to acquire ownership for each owner.
- Documentation from all active loan, security, and bond agreements.
- Annual financial business statement from most recent year.
- Past 3 years of signed personal Federal income tax returns for all owners (copies of all schedules and forms referenced by the tax returns must be included).
- Documentation for all equipment and vehicles leased or purchased.
- Current resume of owner(s) and key personnel.
- Prior DBE certification denial (if denied, please provide correspondence).
- Copies of bank account signature cards.
- Personal Net Worth statement for all owners for the most recent year (form available with this application).
- Documented proof of any transfers of assets to-or-from your firm and/or to-or-from any of its owners.
- Trust agreements held by any owner claiming disadvantaged status.

Sole Proprietorship

- Sole proprietorship verification.
- Form 1040 (copies of all schedules and forms referenced by the tax returns must be included).

Partnership (all types)

- Registration with the Secretary of State's office.
- Copies of all meeting minutes from the past 3 years.
- K-1s.
- Partnership return (copies of all schedules and forms referenced by the tax returns must be included).
- Partnership agreement.

Corporation (S & C)

- Registration with the Secretary of State's office.
- Copies of all meeting minutes from the past 3 years.
- K-1s.
- Articles of incorporation.
- Corporate return (copies of all schedules and forms referenced by the tax returns must be included).
- Stock certificates.
- Stock transfer ledger.
- Corporate by-laws or code of regulations.

Limited Liability Company (LLC)

- Registration with the Secretary of State's office.
- Copies of all meeting minutes from the past 3 years.
- K-1s.
- Corporate return (copies of all schedules and forms referenced by the tax returns must be included).
- Stock certificates.
- Stock transfer ledger.
- Corporate by-laws or code of regulations.
- Articles of organization.
- Operating agreement.

Trucking 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.

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.