

NEW CERTIFICATION APPLICATION REQUIREMENTS

I. Required Documents for all Applications

- a. Affidavit of Minority and/or Woman and/or Veteran and/or Service-Disabled Veteran and/or Person with a Disability. Must be signed by each qualifying owner of the business and be notarized.
- b. Bank Resolution and/or Bank Signature Card for the business
- c. Copies of three (3) contracts, purchase orders or invoices showing work performed by the business
- d. Copies of W-2 and/or 1099 forms (previous five (5) years for each owner, director, officer, manager, and check signer)
- e. Current licenses (Professional, city, county, state, federal or separate statement regarding lack of licensing requirements for the business)
- f. Current payroll registers or statement regarding current payroll for recent 4 pay periods
- g. Evidence of US citizenship or Legal Permanent Residency for each owner, director, officer, manager, and check signer (ex. Birth certificate, Form I-551 Permanent Resident Card, Passport)
- h. Evidence of ethnicity and gender for each owner, director, officer, manager, and check signer
- i. Most recent and four (4) prior US federal tax returns for the business and for any Affiliate Company (if applicable) including all Schedules, Statements and Attachments.
- j. Most recent and four (4) prior US federal tax returns for the qualifying owners who represent 51% or more of ownership in the business including all Schedules, Statements and Attachments.
- k. Current Personal Net Worth Statement(s) for qualifying owners who represent 51% or more of ownership in the business.
- l. Proof of contribution(s) by qualifying owners to acquire said ownership in the business, or investment of start-up capital (ex. Cancelled checks, loan agreements)

- m. Resumes for each owner, director, officer, manager and check signer detailing work experience
- n. Signed copies of current leases and/or recent tax bills for properties utilized by the business
- o. Five (5) most recent year-end balance sheets and income statements for the business (if business has existed fewer than five years, then include year-end balance sheets and income statements for all years of existence)
- p. If business is a distributor, include distribution agreement from a manufacturer.
- q. If applicable, any contingent agreements affecting management, control or rights of any owner
- r. If applicable, copies of any loan agreements or letters of credit issued to the business or any owner
- s. If applicable, any equipment lease agreements
- t. If applicable, any management service agreements
- u. If applicable, and MBE, WBE, VBE, SBA 8(a), or comparable certifications or denials of certification
- v. If applicable, proof of bonding capacity and certificates of insurance
- w. Titles or lease agreements for any vehicles issued to the business

II. Documents Specific to Corporations

- a. Articles of Incorporation
- b. Corporate by-Laws
- c. Copies of all stock certificates issued (front and back)
- d. Stock Ledger
- e. Minutes of the first and the two most recent Stockholders' Meetings documenting the election of Directors
- f. Minutes of the first and the two most recent Board of Directors' Meetings documenting the election of Officers
- g. State of Illinois Letter of Good Standing

III. Documents Specific to Partnerships

- a. Partnership Agreement
- b. Assumed Name Certificate or Certificate of Limited Partnership

IV. Documents Specific to Limited Liability Companies

- a. Articles of Organization
- b. Operating Agreement
- c. Most recent Managers/Members Meeting minutes
- d. State of Illinois Letter of Good Standing

V. Documents Specific to Sole Proprietorships

- a. Assumed Name Certificate

VI. Documents specific to Veteran Business Enterprises

- a. DD214

VII. Documents specific to Start-up Businesses

- a. Business Plan
- b. Proposals