



Minimum Requirements for Small Business Certification (MBE, DBE, SBE, WBE)

1. Minimum 51% ownership by woman or ethnic minority (if applicable)
2. Current Business License
3. Fictitious Business Name Statement and proof of filing
4. Personal Taxes filed past 3 years
5. Business Taxes filed past 3 years (if applicable)
6. Corporate Documentation complete, accurate, and up-to-date (if applicable)
 - a. Articles of Incorporation
 - b. By Laws
 - c. Stocks Issued / Stocks Cancelled
 - d. Stock Ledger
 - e. Meeting Minutes
7. LLC Documentation complete, accurate, and up-to-date (if applicable)
8. Profit and Loss Statement for previous year end (must match tax return)
 - a. For Start-ups in lieu of tax returns:
 - i. A copy of your business plan
 - ii. Opening balance sheet
 - iii. Income projection for five years
9. Balance Sheet for previous year end (must match tax return)
10. Proof of Citizenship/Ethnicity/Gender
 - a. (Birth Certificate, Passport, U.S. Naturalization Citizenship Certificate)
11. Confirm Primary NAICS Code meets small business size standards (revenue or employees)
 - a. There are only 83 NAICS Codes for WOSB and EDWOSB certification
12. D&B number
13. Bank Signature Card