



DOCUMENTATION INSTRUCTIONS FOR MINORITY CERTIFICATION APPLICATION

To complete the application and begin processing, carefully follow the instructions below:

1. Read all pages linked from www.wrmsdc.org Certification.
2. Go to <http://affiliate.nmsdc.org/wrmsdc> to create a login.
3. Start an MBE application.
4. Provide copies of all required documents, which will be uploaded to the certification portal. The required documents are listed below. To be certified, you must submit all required documentation. **In the event that a given document is not applicable or available, an explanation of the absence of the document is necessary.** Failure to do so will result in delays in your certification or the application being denied. **(Please see the "REQUIRED DOCUMENTATION" section on page 2 and page 3 for the list of documents your business will need to provide.)**
5. Review, sign and have notarized the Declaration of Certification of Minority Status (provided as the final page of the online application).
6. The processing fee is non-refundable and based on a sliding scale dependent on your business's annual revenue.

WRMSDC Primary Certification Fees				
CLASS	CLASS 1	CLASS 2	CLASS 3	CLASS 4
REVENUE	<\$1M	\$1M - \$10M	\$10M - \$50M	>\$50M
FEES	\$350	\$500	\$850	\$950

* **NOTE:** NMSDC certification must be renewed annually. Applicants who renew prior to their expiration dates will be allowed to use an expedited online application, submit less paperwork, and pay a reduced certification fee.

7. We must receive all items requested before we begin processing your application. If you have any questions, send an email to: certification@wrmsdc.org.

PLEASE CONTINUE TO PAGE 2 FOR A LIST OF REQUIRED DOCUMENTS



REQUIRED DOCUMENTATION *Part 1*

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 the following. ***If your business is unable to provide any of the following required documents, you will need to submit an explanation of the absence of the item and why it does not apply. For example, “We are a startup” or “We have not done business yet, therefore this does not apply.”***

DOCUMENTS ALL BUSINESSES ARE REQUIRED TO SUBMIT:

- Fictitious Business Statement (if applicable)
- Driver's License or other form of photo ID
- Proof of U.S. Citizenship (passport, papers of naturalization, birth certificate)
- Proof of Ethnicity for Owner(s), Partners, Shareholders (copy of original birth certificate of owner(s) or death certificate(s) of owner's parents or grandparents)
- Indian/Native Americans Blood Degree
- Certificate (i.e. tribal registry letter, tribal roll register number) (if applicable)
- Last Two Years of Federal Tax Returns (Business)*
- Financial Statements (income statement or profit and loss statement, statement of cash flows, balance sheet)**
- Notes Payable
- Applicable Operating License(s) and/or permits
- Facility Lease Agreements
- Occupational License and/or Business Tax Receipt (issued by tax collector, requires even if 1 person or home based)
- Resume(s) of owner(s), partners or shareholders
- Equipment Rental and/or Purchase Agreements
- Contract or work history for the past three years (name/contact, type of work performed or type of contract received; please provide a complete list; most applicants find it easiest to provide an income by customer summary report from their bookkeeping software)
- Equipment owned or available (this should include all equipment owned or used by the company and current value)
- Proof of Bonding Capacity
- Bank Signature Card (copy signature card or letter from bank)
- Signed, dated, and notarized declaration page
- Foreign Entity Certificate

* Please provide personal taxes if business has been established for less than 1 year.

** A copy of the applicant's financial statements for one year preceding the year of application or for the time that the applicant has been in business if less than one year, plus financial statements of any subsidiaries of affiliates of the applicant for the same period of time. All financial statements submitted to the Council must show applicable date of the information given and must be signed and dated by the proprietor, partner or authorized officer unless prepared by an independent certified public accountant. All materials will be kept confidential.



REQUIRED DOCUMENTATION *Part 2*

Additional documents* you will need to submit if your business is classified as one of the below.

**For example, if your business is classified as a "Corporation," please submit the documents listed underneath "CORPORATIONS SUBMIT":*

LLCs Submit	Corporations Submit
<input type="checkbox"/> Certificate of Organization	<input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/> Articles of Organization	<input type="checkbox"/> Certificate of Corporation
<input type="checkbox"/> Operational and/or Organizational Agreement	<input type="checkbox"/> Minutes of first Board meeting
<input type="checkbox"/> Member/Unit Certificate	<input type="checkbox"/> Minutes of last Board meeting
<input type="checkbox"/> Minutes of first meeting	<input type="checkbox"/> Copies of stock Certificates (front & back)
<input type="checkbox"/> Minutes of last meeting	<input type="checkbox"/> Current Stock Ledger
<input type="checkbox"/> Proof of Capital Investment	<input type="checkbox"/> Corporate Bylaws
	<input type="checkbox"/> Proof of Stock Purchas/Capital Investment

*** Important Note:**

**MISSING DOCUMENTS WILL DELAY YOUR CERTIFICATION
AND THE APPLICATION MAY BE DENIED.**



DOCUMENTATION TIPS

Documentation Tips:

WRMSDC this information during our Pre-Certification Webinar. All documents are required except where specifically noted.

If a given document is not applicable, click "N/A" for that item and provide a full-sentence explanation of why it is not applicable. E.g., *"My company is not required to be bonded."*

Applicable Operating Business License and/or Permits: Include your business license and/or any applicable permits or licenses needed to operate. For example, professional engineers should include their PE license and attorneys should proof of bar licensing. Occupational licenses are not required if the company is not required by the state to have specific licensing to operate. Business licenses are required in nearly all municipalities. If your company is not required to have a business license, provide proof.

Current Financial Statements (P&L, statement of cash flows, balance sheet): Certified copies from an accountant according to generally accepted accounting practices (GAAP) are preferable. New companies less than one year old will provide financial statements for the amount of time the company has been in business.

Equipment Rental and Purchase Agreements: Include any equipment rental and/or purchase agreements for equipment used by the company. These might include vehicles, large industrial equipment, computer hardware, or printing equipment. (Not required if the company does not rent or lease equipment, or does not have any outstanding loans for equipment)

Equipment owned or available (include description of equipment, year acquired, and current value): This list should include a representative list of equipment owned or used by the company, regardless of size, including both office equipment and larger equipment such as vehicles. We can also accept depreciation reports and asset lists to fulfill this requirement.

Fictitious Business Statement - DBA: This is only required if your company is operating under any name other than the one it incorporated/organized under. (Not required if your company is not operating under a DBA)

Lease Agreement: If the premises are owned provide proof of ownership or occupancy instead of a lease agreement. If you are working out of a home office, provide proof that you own/rent and are legally able to operate a business from those premises. If your company has an informal agreement to rent or use space, plan to formalize it before submitting your application.



DOCUMENTATION TIPS

Notes Payable: Provide the terms of any outstanding notes or loans the company may have. (*Not required if your company does not have any outstanding notes or loans.*)

Proof of Ethnicity for Owner(s), Partners, Shareholders (passport, copy of original birth certificate, parent's birth/death certificate): Documents of ethnicity should show that the owner(s) of the company are ethnic minorities. If primary documentation does not have the required information, we can look at parents' and grandparents birth or death certificates. For Native Americans, we accept tribe cards or proof of tribal roll registry from federally or state recognized tribes.

Proof of U.S. Citizenship (*passport, copy of original birth certificate, naturalization certificate*): US Passports, US birth certificates or certificates of birth abroad, and papers of naturalization are the most generally accepted proofs of US citizenship.

Resume(s) of owner(s), partners, or shareholders (to include current enterprise and the definition of role within): Include resumes of all owners, not just the ethnic minority owners.

Two years tax returns: This should include all schedules for the federal return. State returns are not needed. If the company has been in business for less than two years, provide corporate returns for the amount of time the company has been in business and personal returns for all business owners.

Work history for three years or the amount of time the company has been in business: The simplest solution is to provide an income by customer summary report from your bookkeeping software. Otherwise, we will need a list of all clients and the dollar volume of business over a three-year period. New companies that do not yet have revenue should upload a business plan.

Corporate-Entity Specific Documentation:

Certificate of Corporation, Organization, or Formation: This is a document from the secretary of state's office which will show that the company is accepted by the state and in good standing.

Articles of Incorporation, Organization, or Formation (stamped copy from the Secretary of State): These were the articles that were sent to and returned from the Secretary of State's office.

Bylaws, Operating or Partnership Agreement: These are the rules by which a company operates. Single member LLCs in Nevada and Hawaii are not legally obligated to maintain operating agreements, but we recommend that all companies, regardless of size, have one in place to demonstrate corporate contract readiness. All LLCs in California are legally required to have an operating agreement.



DOCUMENTATION TIPS

Proof of capital investment and/or stock purchase (i.e. both sides of cancelled checks, equipment receipts, initial deposits, bank statements): This may include purchase of stock or equipment, in addition to direct capital investments. The documentation here should give the committee an understanding of how the company formed. If no stock was purchased, the “stock purchase” item is not required, but proof of capital investment still will be.

Minutes of 1st Organizational Board Meeting: Ensure that this is a signed copy of the minutes.

Minutes of the last Board Meeting: Ensure that this is a signed copy of the minutes.

Minutes of the last meeting where officers were elected: Ensure that this is a signed copy of the minutes. This may be the same document as your last board meeting minutes.

Stock/Unit Certificates and Ledger: copies of both sides of all stock certificates issued as well as the next consecutive certificate not issued. For example, if five certificates have been issued, we would need to see all five certificates and the sixth, not-yet-issued certificate. Not all companies are required to issue stock or unit certificates, but all companies are required to maintain an official record of who owns the company. If this item is not applicable because the company has not issued certificates, plan to provide whatever internal documentation the company does maintain.

Foreign entity certificate: This item is only applicable to companies that are incorporated in states outside the state where the company is headquartered or has significant business functions; e.g., a Delaware corporation headquartered in California would file a statement with the California Secretary of State indicating their intent to do business in California.