

Disadvantaged Business Enterprise New Application Document Checklist

In order to complete your application for DBE or ACDBE certifications, you must attach copies of all of the following REQUIRED documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.

The list of Mandatory/Required documents below correspond to the upload documents area in the certification application portal.

- Affidavit of Certification (for each applicable owner) signed by applicable owner and notarized
- Résumés for all owners, officers or firm and key personnel of the applicant firm
- Personal Net Worth Statement (notarized) for each socially and economically disadvantaged owners comprising 51% or more
- Personal Federal tax returns for the past 3 years for each disadvantaged owner
- Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years
- Documented proof of contributions used to acquire ownership for each owner (e.g. both sides of cancelled checks; bank statements)
- Signed loan and security agreements, and bonding forms
- List of equipment and/or vehicles owned and leased including VIN, copy of titles, proof of ownership, insurance cards for each vehicle
- Titles(s), registration certificate(s), and U.S. DOT numbers for each truck owned and operated by your firm
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases (including office/storage space, etc.)
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, and dates of employment
- Proof of warehouse/storage facility ownership or lease arrangements

For CORPORATION

- Official Articles and Certificate of Incorporation (signed by state official) and any Amendments
- Corporate By-Laws and any Amendments
- Corporate bank resolution and bank signature cards

- Shareholders' Agreement and any Amendments
- Both sides of all corporate stock certificates and firm's stock transfer ledger
- Minutes of all stockholders and board of directors meetings

For LIMITED LIABILITY COMPANY (LLC)

- Official Articles of Organization/Certificate of Formation and any Amendments
- Operating Agreement with any Amendments
- Meeting minutes of the company, if any

For PARTNERSHIP or JOINT VENTURE

- Partnership Agreement and any Amendments

- DBE/ACDBE and SBA 8(a), SBD, MBE/WBE certifications, denials, and/or decertifications, if applicable and any U.S. DOT appeal decisions on these actions
- Proof of citizenship
- Audited financial statements
- Personal Federal tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past three years (or life of firm, if less than three years)

For Trucking Company

- Titles(s), registration certificate(s), and U.S. DOT numbers for each truck owned and operated by your firm
- Insurance agreements for each truck owned or operated by your firm

For SUPPLIERS

- List of product lines carried and list of distribution equipment owned and/or leased