



DOCUMENT CHECKLIST

- 1. Completed **certification application** ([UNIFORM CERTIFICATION APPLICATION \(maryland.gov\) \(UCA\)](#)) Please be sure to complete all sections of the application to include listing **ALL OWNERS** and the 6-digit NAICS codes requested. If a section does not apply to your business, please write N/A. ([North American Industry Classification System \(NAICS\) U.S. Census Bureau](#)).
- 2. Completed [DECLARATION OF ELIGIBILITY | US Department of Transportation \(DOE\)\(DBE/ACDBE/SBE\)](#) for all applicants claiming disadvantage status.
- 3. **Documented proof of contributions** used to acquire ownership showing that the owner paid for the value of his/her interest in the business or in some way invested personal funds into the business. Proof of investment is required for **ALL** business owners and should in the form of SDAT business registration payment, canceled checks by the bank (NOT a blank or voided), wire transfer, personal and business bank statement (ex: transfer of funds from personal account to open business account). If unavailable and/or the firm is more than five (5) years old, a **signed itemized statement** detailing the financial personal investment (include dollar amount) may be acceptable. If Ownership was acquired through a gift, please provide a detailed description of the gift details.
- 4. **Resumes** of **ALL OWNERS, ALL OFFICERS, ALL DIRECTORS, AND ALL KEY EMPLOYEES**. **Resumes** must be in detailed chronological order to include listing the title and duties of the applicant firm and include places of ownership/employment with corresponding dates.
- 5. **Proof of U.S. Citizenship** in the form of a U.S. Passport, Permanent Resident Card, Certificate of Naturalization **or birth certificate** **AND** **government issued photo identification** (ex: driver's license or state ID).
- 6. Completed **Personal (Financial) Net Worth** Statement for all Socially and Economically Disadvantaged Owners (SEDO) constituting 51% ownership. ALL supporting documents should be in PDF format. Supporting documents (ex: bank statements, retirement



statement, mortgage statement, car note statement, homeowners' insurance) must be current, complete including ALL pages and identify the account holder(s) and account summary information for all separately and jointly owned assets/liabilities. According to the new Final Rule issued by the United States Department of Transportation (USDOT) on April 9, 2024, the DBE/ACDBE/SBE Programs excludes retirement assets from PNW calculations.

- 7. Complete copy of **personal federal tax returns** for the past three (3) years for each owner constituting 51% ownership. Taxes are **REQUIRED** to have an authentic handwritten signature with date. Include **ALL** schedules, statements, attachments, worksheets, and footnotes.
- 8. Complete copy of **business federal tax returns** for the past five (5) years or life of the firm. Taxes are **REQUIRED** to have a wet (ink) signature with date. Include **ALL** schedules, statements, attachments, worksheets, and footnotes. **If providing a "Schedule C" from the 1040 for business taxes, provide ONLY ALL pages of the Schedules C for the past five (5) years.**
- 9. **Additional Businesses Owned.** Please provide business taxes for other businesses owned by the applicant for the past five (5) years or life of the firm.
- 10. **Year-end financial statements** of the applicant firm for the past three (3) years or life of the firm is less than three years. A new business **MUST** provide a current financial statement and non-CPA statements are acceptable. Please see example here: https://www.mdot.maryland.gov/MBE_DOCS/financial_statement.pdf
- 11. Copy of the firm's **Quarterly State Unemployment Tax Wage Report** for the most recent four (4) quarters. Please include a summary sheet and list of employees. **If employees are independent contractors or subcontractors, please provide a copy of the previous tax year 1099's issued.** If an owner takes draws, please provide a copy of the owner's draws for the last year. **If this does not apply to your business, please provide a written statement indicating such.**
- 12. Copy of **ALL home state DBE, SBE, or any additional certification(s)** for **non-Maryland firms only AND** Copy of all certifications and denials must be from a State and/or local governmental agency.



- 13. Copies of Professional Licenses and Permits, including all licenses and permits held by the business, the owner (s), and employees of the business in the areas of work in which the business is seeking certification.
- 14. Copy of ALL Business Bank Signature Authorization form or a letter signed by a bank official indicating who has the authority to sign checks for the business account(s).
- 15. Agreements (Executed & Unredacted) such as lease, loan, distributorship, or any other type of formal written agreements related to the operation, management, and or funding of the business. Include agreements with financial institutions or other types of businesses/ individuals and proof of payment on loans, if applicable.
- 16. **List of equipment** used to provide services for which the business is seeking certification i.e. Computer, Printer, Cell Phone, Software, Tools, etc.
- 17. Copy of **State issued vehicle title(s) or registration(s) and current vehicle and business insurance policy** for **ALL** vehicles and equipment used by the business. For leased equipment and vehicles, please provide a copy of the executed lease agreement.
- 18. Copies of three (3) **job contracts or invoices**, if applicable. Task orders, purchase orders, and invoices are acceptable. For job contracts, please include copies of the scope of work and proof of payment if applicable.
- 19. If applicable, provide copies of trust agreements held by any owner claiming disadvantaged status. Please be sure to include trust tax documents for the most recent five years.



ADDITIONAL DOCUMENTS REQUIRED FOR A SOLE PROPRIETORSHIP

- 1). A copy of Trade Name Registration from the Maryland Department of Assessments Taxation (Businesses in Maryland - SDAT) is required for ALL certified firms using a Trade Name.

ADDITIONAL DOCUMENTS REQUIRED FOR A LIMITED LIABILITY COMPANY (LLC)

- 1). Copy of the firm's official Articles of Organization signed by the State official (SDAT). For out-of-state firms, please provide a copy of the business registration (Articles) filed with the State Agency.



- 2). Copy of the firm's **Original and Amended Operating Agreement**. Please include all attachments and exhibits (see sample here).

[https://www.mdot.maryland.gov/MBE_DOCS/sample llc operating agreement.pdf](https://www.mdot.maryland.gov/MBE_DOCS/sample_llc_operating_agreement.pdf)

ADDITIONAL DOCUMENTS REQUIRED FOR A CORPORATION

- 1). Copy of the firm's official Articles of Incorporation signed by the State official (SDAT). For out-of-state firms, please provide a copy of the business registration (Articles) filed with the State Agency.
- 2.) Copies of ALL Board of Directors and Stockholder meeting minutes.
- 3). Copy of stock ledger for stock issuing corporation or list of members for non-stock issuing corporation and ALL stock certificates (please provide current and canceled certificates). For purposes of the DBE Programs, stock must be issued to show ownership. (Refer back to Articles of Incorporation to reference issuance of stock).
- 4). Original and Amended By-Laws and Shareholders Agreements. Including all attachments and exhibits.

ADDITIONAL DOCUMENTS REQUIRED FOR A PARTNERSHIP

- 1). Original and Amended Executed Partnership agreement(s) and/or buy-out rights.
- 2). Profit sharing agreement (executed). Please include all attachments and exhibits.