



DOCUMENT CHECKLIST FOR A SOLE PROPRIETORSHIP

- 1. Completed **certification application (Uniform Certification Application (UCA) or Minority Business Enterprise Disclosure Affidavit (MBE Only)**. 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 and notarized **Affidavit of Certification** (DBE/ACDBE/MBE) or **Statement of Disadvantage** (MBE Only) for all applicants claiming disadvantage status. For out-of-state DBE firms, please also include the **Affidavit of Certification for Out-Of-State Applicants** for **ALL OWNERS**.
- 3. 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.
- 4. **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, notarized 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.**
- 5. **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.
- 6. **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).
- 7. Completed and notarized **Personal (Financial) Net Worth Statement** for all minority owners constituting 51% ownership. **ALL** supporting documents should be in PDF format (**must be on MDOT form-signed and dated**). 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.

- 8. Complete copy of **personal federal tax returns** for the past five (5) years for each owner constituting 51% ownership. Taxes are **REQUIRED** to have a wet (ink) signature with date. Include **ALL** schedules, statements, attachments, worksheets, and footnotes.
- 9. **Additional Businesses Owned.** Please provide business taxes for other businesses owned by the applicant.
- 10. **Year-end financial statements** of the applicant firm for the past three (3) years or the 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. Businesses less than one year old are encouraged, **BUT NOT REQUIRED**, to submit a corporate capability statement and/or business plan.
- 12. Copy of **ALL home state MBE/DBE/ACDBE/WBE certification(s)** for **non-Maryland firms only AND Copy of all MBE/DBE/ACDBE/WBE certifications and denials must be from a State and 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.
- 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.