M/WBE-SDVOB Certification Applicant Checklist

Hello business owner,

Please select the option that best matches your certification need and submit corresponding color-coded documentation with your application:



OPTION 1 O	OPTION 2 O	OPTION 3 O	OPTION 4
Applying for a new	Applying for a new	Renewing your business's	Updating information with

M/WBE-SDVOB Certification: Submit documents with a green dot.

Applying for a new M/WBE-SDVOB Certification, with an active NYS Certification: Submit documents with a pink dot.

M/WBE-SDVOB Certification: Submit documents with a red dot. Updating information within your active M/WBE-SDVOB Certification: Submit documents with a yellow dot, as they apply to the changes you're submitting.

Please submit all mandatory documents with your application. Failure to do so will result in an incomplete submission and denial.

Mandatory Document Checklist

Entity Documents

(LLC, Sole Proprietorship, etc.)

Resume (detailed) of all principal owners with management duties

Document **MUST INCLUDE** the following: name, address, trade/profession, education and degree, work experience, and any relevant certifications or trainings. Each document must detail the title and related management duties and responsibilities (i.e., hiring/firing, purchasing, management/payroll) performed for the applicant firm.

Proof of U.S. citizenship or legal, permanent U.S. resident alien status of qualifying owner(s)

Please Submit **ONE** of the following documents:

- Copy of certified birth certificate
- Copy of U.S. passport

- Copy of voter's registration card
- Copy of U.S. military record (Form DD214)
- Copy of front and back of INS permanent resident visa card
- INS certificate of naturalization
- INS certificate of U.S. citizenship.

Proof of active NYS certification, and/or denials or non-approvals with other certifying entities Veteran benefits summary letter (only required if applying for a new SDVOB certification)

Proof of Locality or Primary Operations in Onondaga County

Please Submit **ONE** of the following documents:

- The Firm's previous year's Federal Income Tax Returns, with all applicable schedules
- Contracts of rented or leased facilities
- A list of the rented/leased facilities that includes the following details: facility type, rental agent, expiration date, present value sq. ft.
- Active or completed contracts demonstrating your business' primary operations are in Onondaga County

Most Recent EEO- 4 form

Please attach recent EEO-4 Form completed within the last year, **OR** you can complete and attach the form provided. We're collecting workforce demographics data to understand the broader impact of the M/WBE-SDVOB Participation Program in the City of Syracuse. This data will not be used to determine your certification status.

Business Permits, Licenses, or Accreditations

Questions? Call (315) 448 - 8408 Email: mwbe@syrgov.net



City of Syracuse Department of Equity Compliance and Social Impact

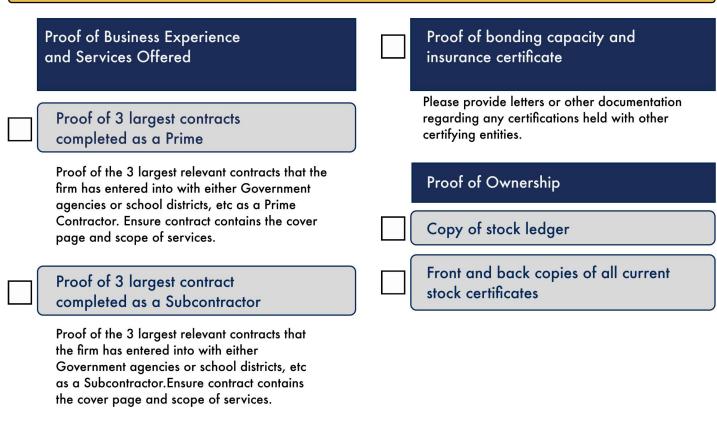
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Please select the option that best matches your certification need and submit corresponding color-coded documentation with your application:

Supplemental documents are optional, but are requested where applicable to your business. Submission of documents below will not impact your certification approval.

Supplemental Document Checklist



Proof of additional supplier commodity codes

Questions? Call (315) 448 - 8408 Email: mwbe@syrgov.net



City of Syracuse Department of Equity Compliance and Social Impact

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