# 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

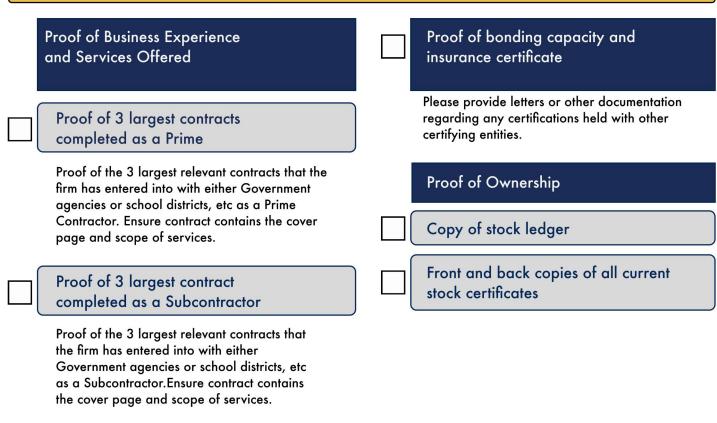
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Please select the option that best matches your certification need and submit corresponding color-coded documentation with your application:

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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