

Minority Business Enterprise (MBE) Application Checklist and Tips Sheet

To complete the application and begin processing, carefully follow the instructions below:

1. Read all pages linked from www.wrmsdc.org/certified-mbe
2. Go to <http://affiliate.nmsdc.org/wrmsdc> to create a login.
3. Start an MBE application.
4. Provide copies of all required documents, which will be uploaded to the certification portal. The required documents are listed below. To be certified, you must submit all required documentation. In the event that a given document is not applicable or available, an explanation of the absence of the document is necessary. Failure to do so will result in delays in your certification or the application being denied. (Please see the “REQUIRED DOCUMENTATION” section on page 2 and page 3 for the list of documents your business will need to provide.)
5. Review, sign and upload the Declaration of Certification of Minority Status (provided as the final page of the online application).
6. The processing fee is non-refundable and on a sliding scale dependent on your business’s annual revenue.

WRMSDC Primary Certification Fees

CLASS	Class 1	Class 2	Class 3	Class 4
REVENUE	Less than \$1M	\$1M – \$10M	\$10M – \$50M	More than \$50M
FEE	\$350	\$500	\$850	\$950

* Note: NMSDC certification must be renewed annually. Applicants who renew prior to their expiration dates will be allowed to use an expedited online application, submit less paperwork, and pay a reduced application processing fee.

7. We must receive all items requested before we begin processing your application. If you have any questions, send an email to: certification@wrmsdc.org.

Still have questions? [Register for a pre-certification webinar here.](#)

Continue to Page 2 for a list of Required Documents

REQUIRED DOCUMENTATION Part 1

Please include appropriate documentation with the application and please indicate which documents are attached. The documentation required for certification is listed below.

DOCUMENTS ALL BUSINESSES ARE REQUIRED TO SUBMIT:

- Fictitious Business Statement (if applicable)
- Driver's License or other form of state-issued photo ID
- Proof of U.S. Citizenship (passport, papers of naturalization, birth certificate)
- Proof of Ethnicity for all Owner(s), Partners, Shareholders that include race (Long Form original Birth Certificate). If your birth certificate does not include race, provide the following in the order listed Parent's Birth Certificate and/or Death Certificate, Grandparent's Birth Certificate and/or Death Certificate, Child's Birth Certificate and/or Death Certificate), medical record, or military record. If document(s) are in a different language other than English items need to be translated & notarized. The document must contain race or ethnicity.
- Indian/Native Americans Blood Degree Certificate (i.e. tribal registry letter, tribal roll register number) (if applicable)
- Last Two Years of Federal Tax Returns (Business)
- Financial Statements (profit and loss (income) statement AND balance sheet, in a single PDF file)
- Notes Payable
- Applicable Operating Business License and/or permits - i.e. occupational license and/or business tax receipts issued by tax collector
- Facility Lease Agreements
- Resume(s) of owner(s), partners or shareholders
- Bank Signature Card (copy of signature card or letter from bank showing all authorized signers)
- Signed and dated declaration page
- Current Account Receivables Report with two recently paid invoices and corresponding proofs of payment
- Equipment owned or available (this should include all equipment owned or used by the company and current value)
- Proof of EIN
- Foreign Entity Certificate (Certificate of Authority to Transact Business)
- Trust agreement (if applicable)

Continue to Page 3 for Entity Specific Document Requirements

REQUIRED DOCUMENTATION Part 2

Additional documents you will need to submit if your business is classified as one of the below.

If your company is a sole proprietorship:	If your company is a single member LLC
No further items are necessary	<ul style="list-style-type: none"> — Assumed Name Certificate — Articles of Organization — Articles of Amendment — Operating or Organizational Agreement — Minutes of Last meeting where members/managers were elected — Proof of Capital Contribution — Minutes of Last Member’s Meeting — Copy of Membership or other Owner Options Outstanding

If your company is an LLC with more than one member	If your company is a Corporation
<ul style="list-style-type: none"> — Assumed Name Certificate — Certificate of Organization — Articles of Organization — Articles of Amendment — Operating or Organizational Agreement — Proof of Capital Investment — Minutes of Last meeting where members/managers were elected — Proof of Capital Contribution — Copy of the Purchase or Buy/Sell Agreement — Minutes of Last Member’s Meeting — Copy of Both Sides of all membership/Unit Certificates — Copy of membership Transfer Ledger — Copy of Membership or other Owner Options Outstanding 	<ul style="list-style-type: none"> — Assumed Name Certificate — Articles of Incorporation — Articles of Amendment — Certificate of Incorporation — Corporate Bylaws — Proof of Capital Investment — Minutes of Last meeting where officers were elected — Minutes of Last Board Meeting — Proof of Stock Purchase — Copy of Both Sides of all stock certificates — Copy of Stock Ledger — Copy of any stock options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners — Copy of the Purchase or Buy/Sell Agreement

Important Note: Missing documents will delay your application and may result in a denial. You can ensure a successful application by providing **all requested documents.**

Continue to Page 4 for Documentation Tips

Documentation Tips:

We recommend all applicants attend the WRMSDC Pre-Certification Webinar where we can help applicants decide whether certification is right for their company and we do a deep dive into how to fill out an application successfully. [Register for a pre-certification webinar here.](#)

All documents are required except where specifically noted:

If a given document is not applicable, click “N/A” for that item and provide a full-sentence explanation of why it is not applicable. E.g., “My company does not use a DBA.”

- Fictitious Business Statement - DBA: This is only required if your company is operating under any name other than the one it incorporated/organized under. (Not required if your company is not operating under a DBA)
- Proof of U.S. Citizenship (passport, copy of original birth certificate, naturalization certificate): US Passports, US birth certificates or certificates of birth abroad, and papers of naturalization are the most generally accepted proofs of US citizenship.
- Proof of Ethnicity for Owner(s), Partners, Shareholders (copy of original birth certificate, parent’s birth/death certificate, grandparents birth or death certificate; medical records showing ethnicity can be accepted if no other documents exist): Documents of ethnicity should show that the owner(s) of the company are ethnic minorities in the United States. If primary documentation does not have the required information, we can look at parents’ and grandparents’ birth or death certificates. For Native Americans, we accept tribe cards or proof of tribal roll registry from federally or state recognized tribes.
- Two years tax returns: This should include all schedules for the federal return. State returns are not needed. If the company has been in business for less than two years, provide business returns for the amount of time the company has been in business and personal returns for all business owners.
- Current Financial Statements (P&L, balance sheet): Financial statements should be for a one year period for the previous fiscal year. Certified copies from an accountant according to generally accepted accounting practices (GAAP) are preferable. New companies less than one year old will provide financial statements for the amount of time the company has been in business. Even if the company does not generally use financial statements, they still need to be generated for the purposes of obtaining this certification.
- Notes Payable: Provide the terms of any outstanding notes or loans the company may have. (Not required if your company does not have any outstanding notes or loans.)
- Applicable Operating Business License and/or Permits: Include your business license or business tax receipt and/or any applicable permits or licenses needed to operate. For example, professional engineers should include their PE license and attorneys should provide proof of bar licensing. Occupational licenses are not required if the company is not required by the state to have specific licensing to operate. Business licenses are required in nearly all municipalities. If your company is not required to have a business license, provide written proof.

- **Lease Agreement:** If the premises are owned provide proof of ownership or occupancy instead of a lease agreement. If you are working out of a home office, provide proof that you own/rent and are legally able to operate a business from those premises. If your company has an informal agreement to rent or use space, plan to formalize it before submitting your application.
- **Resume(s) of owner(s), partners, or shareholders (to include current enterprise and the definition of role within):** Include resumes of all owners, not just the ethnic minority owners.
- **Invoice Receivables:** Provide an A/R Report from your accounting software. Attach to that document two recently paid invoices with proofs of payment. These are invoices that you billed out and for which you received payment. New companies that do not yet have revenue should upload a business plan.
- **Equipment owned or available (this should include all equipment owned or used by the company and current value) Equipment owned or available (include description of equipment, year acquired, and current value):** This list should include a representative list of equipment owned or used by the company, regardless of size, including both office equipment and larger equipment such as vehicles. We can also accept depreciation reports and asset lists to fulfill this requirement.
- **Proof of EIN:** Upload the letter that your company received from the IRS showing the EIN that the company was assigned.
- **Foreign Entity Certificate:** Required if the company was incorporated or organized outside of the state where the company is headquartered. This may be the statement of information that your company provided to the secretary of state's office to show that the company is legally operating within that state. Not required for companies operating within the states where they are incorporated/organized.
- **Trust agreement (if applicable):** If the company is owned through a trust, provide a copy of the trust.

Corporate-Entity Specific Documentation:

- **Certificate of Corporation, Organization, or Formation:** This is a document from the secretary of state's office which will show that the company is accepted by the state and in good standing.
- **Articles of Incorporation, Organization, or Formation (stamped copy from the Secretary of State):** These were the articles that were sent to and returned from the Secretary of State's office.
- **Bylaws, Operating, or Partnership Agreement:** These are the rules by which a company operates. All corporate entities, regardless of size and ownership makeup, are required to have these foundational documents to become certified.
- **Proof of capital investment and/or stock purchase (i.e. both sides of cancelled checks, equipment receipts, initial deposits, bank statements):** This may include purchase of stock or equipment, in addition to direct capital investments. The documentation here should give the committee an understanding of how the company formed. If no stock was purchased, the "stock purchase" item is not required, but proof of capital investment still will be.

- Minutes of 1st Organizational/Board Meeting: Ensure that this is a signed copy of the minutes.
- Minutes of the last Organizational/Board Meeting: Ensure that this is a signed copy of the minutes.
- Minutes of the last meeting where officers were elected: Ensure that this is a signed copy of the minutes. This may be the same document as your last organizational or board meeting minutes.
- Stock/Unit Certificates and Ledger: copies of both sides of all stock certificates issued as well as the next consecutive certificate not issued. For example, if five certificates have been issued, we would need to see all five certificates and the sixth, not-yet-issued certificate. Not all companies are required to issue stock or unit certificates, but all companies are required to maintain an official record of who owns the company. If this item is not applicable because the company has not issued certificates, plan to provide whatever internal documentation the company does maintain.

Questions? WRMSDC Staff can help!

We're a small and busy staff, but we want you to submit a successful application. Contact certification@wrmsdc.org with any and all questions or [register for a pre-certification webinar here](#).