



Minority Business Enterprise (MBE) Certification

Please note: If your business was recently established or did not generate income, please provide a signed written explanation for any required documents that you are unable to upload.

1. Completed MBE Application Form

Completed MBE application and Disclosure Affidavit.

- All sections completed and signed (Disclosure of Affidavit notarized) are required
- Six-digit NAICS codes included
- Write "N/A" where a section does not apply

2. Documented proof of ownership contributions

- Business registration payment showing the owner's initial contribution
- Canceled checks (not blank or voided) showing payment for ownership interest
- Wire transfer records used to acquire ownership
- Personal and/or business bank statements showing transfer of personal funds into the business
- If the firm is over five (5) years old and original documents are unavailable:
 - Signed, itemized statement detailing personal financial investment
 - Supporting documents showing ongoing personal contributions
- If ownership was acquired through a **gift**:
 - Gift letter or legal documentation describing the gift (date, value, terms)
 - Updated organizational documents reflecting the ownership transfer
- If no supporting documents are available:
 - Written explanation from the minority owner explaining why documentation cannot be provided

3. Resumes (Required for the applicant; only applies if the positions are held within the applicant firm.)

- Resume for each owner
- Resume for each officer
- Resume for each director
- Resume for all key employees
- Each resume is in **detailed chronological order**

- Includes job titles and detailed duties for each position
- Includes roles and duties within the applicant firm
- Includes all places of ownership/employment
- Dates are provided for each position listed

4. Proof of U.S. Citizenship or Legal Residency

- U.S. Passport **OR**
- Permanent Resident Card **OR**
- Naturalization Certificate **OR**
- Birth Certificate and Government issued photo ID

PLUS

- Government-issued photo ID

5. Checklist – Personal Net Worth (PNW) Statement

- PNW Statement – required for disadvantaged owners with 51% ownership
- Bank statements (last 3 bank statements)
- Mortgage statements (most current statement)
- Home Insurance documents (Declarations page)
- Loan documents (most current statement)
- Retirement account statements

6. Personal Federal Tax Returns (Past 3 Years)

- Complete personal federal tax returns for the last **3 years**
- Required for each owner holding **51% ownership**
- Taxes must include **original wet ink signature(s) with date**
 - If filed jointly, **both signatures** are required
- Include **all schedules, statements, attachments, worksheets, and footnotes**

7. Business Federal Tax Returns

- Complete business federal tax returns for the past **5 years** or **life of the firm**
- Taxes must include **original wet ink signature with date**
- Include **all schedules, statements, attachments, worksheets, and footnotes**
- If using **Schedule C (Form 1040)** for business taxes:
 - Provide **all pages** of Schedule C for the past **5 years**

8. Additional Businesses Owned

- Business tax returns for any additional businesses owned
- Provide past **5 years** or **life of each business**
- Must include **authentic wet ink signature and date**

9. Year-End Financial Statements

- Year-end financial statements for the past **3 years** (or life of the firm if less than 3 years)
- New businesses must provide a **current financial statement**
- **Non-CPA statements are acceptable**

10. Checklist – Quarterly State Unemployment Tax Wage Reports

- Quarterly State Unemployment Tax Wage Reports for the **most recent 4 quarters**
- Include **summary sheet** and **employee list**
- If workers are independent contractors/subcontractors:
 - Provide **1099s** issued for the previous tax year
- If an owner takes drawings:
 - Provide **owner's drawings** for the last year
- If none of the above apply:
 - Provide a **written statement** indicating this

11. Home State & Other Certifications (Non-Maryland Firms Only)

- Copy of **all home MBE certifications (if applicable)**
- Copy of **any additional certifications** held
- Copies must come from a **state or local governmental agency**
- Include copies of **all certification approvals and denials**

12. Licenses & Permits

- Provide **industry-specific licenses** held by the business

- Provide licenses or permits held by the **disadvantaged owner(s)**

13. Bank Signature Authorization

- Signature card **OR**
- Bank letter showing who is authorized to sign checks

14. Executed Agreements

- Full, **unredacted** copies of:
 - Leases
 - Loan agreements
 - Supplier contracts
 - Distributorship agreements
 - Any agreements impacting **control** or **funding**

15. Equipment List

- Provide list of all equipment used to perform work, including:
 - Computers
 - Vehicles
 - Software
 - Machinery
 - Tools
 - Other essential equipment

16. Capability Statement or Business Plan (Optional)

- Capability Statement **OR** Business Plan (optional)
- Encouraged for firms **less than one year old**, but not required

17. Vehicle Titles, Registrations & Insurance

- State-issued **vehicle titles** or **registrations** for all vehicles/equipment used by the business
- Current **vehicle insurance policy**
- Current **business insurance policy** covering vehicles/equipment
- For leased vehicles/equipment:
 - Provide **executed lease agreement**

18. Job Contracts, Invoices & Proof of Payment

- Three **executed job contracts** or **invoices** (signed and dated), if applicable

- Include **proof of payment** for each contract/invoice
- Task orders, purchase orders, and invoices are acceptable
- For job contracts, include **scope of work** (if applicable)
- If the firm has **no contracts**, provide a **written statement** indicating this

19. Trust Agreements (If Applicable)

- Copy of any **trust agreements** for owners claiming disadvantaged status
- Include **trust tax documents** for the most recent **5 years**

Additional Documents by Business Type

Sole Proprietorship

- Trade Name Registration (if operating under a trade name)

Limited Liability Company (LLC)

- Articles of Organization (state-signed)
- Original and amended Operating Agreements with all exhibits

Corporation

- Articles of Incorporation
- Board of Directors and Stockholder meeting minutes
- Stock ledger
- All stock certificates (current and canceled)
- Original and amended Bylaws
- Shareholder Agreements

Partnership

- Executed Partnership Agreement(s)
- Profit-sharing agreement with all attachments