



MWBE-SDVOB CERTIFICATION APPLICATION 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



Applying for a new
M/WBE-SDVOB
Certification:
Submit documents with
a blue dot.

OPTION 2



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

OPTION 3



Renewing your business's
M/WBE-SDVOB
Certification:
Submit documents with a
yellow dot.

OPTION 4



Updating information within your
active M/WBE-SDVOB
Certification: Submit
documents with a purple 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 DOCUMENTS

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Entity Documents (LLC, Sole Proprietorship, etc.)

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**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.

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**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.
- NYS Real ID

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**Proof of active NYS certification, and/or denials
or non-approvals with other certifying entities**

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**Veteran benefits summary letter (only required if
applying for a new SDVOB certification)**



MANDATORY DOCUMENTS CONTINUED



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

SUPPLEMENTAL DOCUMENTS (Optional)



Proof of 3 largest contracts completed as a Prime

Proof of the 3 largest relevant contracts that the firm has entered into with either Government agencies or school districts, etc as a Prime Contractor. Ensure contract contains the cover page and scope of services



Proof of 3 largest contracts completed as a Subcontractor

Proof of the 3 largest relevant contracts that the firm has entered into with either Government agencies or school districts, etc as a Subcontractor. Ensure contract contains the cover page and scope of services.



Proof of additional supplier commodity codes



Proof of bonding capacity and insurance certificate

Proof of the 3 largest relevant contracts that the firm has entered into with either Government agencies or school districts, etc as a Prime Contractor. Ensure contract contains the cover page and scope of services



Proof of ownership

Copy of stock ledger or Front and back copies of all current stock certificates

