

# 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 ●

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

## OPTION 2 ●

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

## OPTION 3 ●

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

## OPTION 4 ●

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



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**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 Business Experience and Services Offered**

**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 contract 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**

Please provide letters or other documentation regarding any certifications held with other certifying entities.

**Proof of Ownership**

**Copy of stock ledger**

**Front and back copies of all current stock certificates**

