



NYC MWBE Certification: Initial Review

Step 1: Initial consultation regarding eligibility for MWBE certification.

Step 2: Complete Vendor Enrollment Application and obtain NYC FMS vendor number.

Step 3: Gather documents: Please submit copies, NOT originals.

Document	Document Description
1.	A current, detailed résumé for each of the following persons: a. All persons with ownership interest in the business b. All shareholders c. All officers and members of the board of directors d. All persons who hold a managerial position in the business
2.	Bank signature card or letter from bank identifying all persons authorized to sign on each account and any limitations on a signer's authority. If you are the sole signer on the business account, the letter from the bank should indicate that information.
3.	Financial statement for the most recently completed fiscal year (e.g., statement of cash flows, balance sheet, or profit and loss statement).
4.	Prior three (3) years of business' Federal, State, and City tax returns, including all schedules, as filed with the relevant tax authority. If your business has not been in operation for three years, submit personal tax return(s) of all owners for the remaining years, including all applicable W-2s and schedules.
5.	Proof of U.S. Citizenship or Permanent Resident Alien Status (e.g., passport, birth certificate, naturalization certificate or Green Card) for each minority or woman owner.
6.	Each license, permit, and certification required to operate your business.
7.	Lease agreement, proof of ownership or deed for business location(s), including home office (if applicable).

8.	Three (3) or more agreements within the past two (2) years showing business activity and displaying the company's name and address (e.g., equipment leases, purchase agreements, management service agreements, accounting or legal agreements).
9.	Two (2) or more completed and signed contracts or invoices (and proof of payments) for services performed within the five (5) boroughs of New York City during past three (3) years.
10.	Vehicle registration(s) for any vehicle used for business purposes.
11.	<p>Proof of ethnicity for each owner claiming minority group status.</p> <ul style="list-style-type: none"> ▪ For Black - Each owner's United States Certificate of Live Birth (or its equivalent) with the race information of the owner, parent or grandparent. ▪ For Asian-Indian or Asian-Pacific Persons - Each owners (or parent's or grandparent's) birth certificate, passport or other legal document stating his/her place of birth or nationality originating from the Indian subcontinent, any of the Far East countries, South Asia, or the Pacific Islands. ▪ For Hispanic persons - Each owner's (or parent's or grandparent's) birth certificate, passport or other legal documentation stating his/her place of birth or nationality as Mexican, Puerto Rican, Dominican, Cuban or Central or South American to prove Hispanic descent. (In addition, the applicant will have to sign the Hispanic Owner Affidavit self-certifying he or she traces his or her heritage, culture, language, nationality group, lineage or ancestors to one of the above-mentioned regions.)
12.	Proof of three (3) or more investment sources/capitalization in the business within the past two (2) years (e.g., major purchase receipts, any loan agreements, or payroll records).
13.	Proof of bonding capacity, if applicable.
14.	Business Certificate filed with county clerk, including amended certificates (sole proprietor and partnership only)
15.	State filing receipt, including amended receipts (LP, LLP, LLC and Corporation only)
16.	LLC Articles of Organization or Articles of Incorporation (LLC and Corporation only)

17.	Partnership Agreements, LLC Operating Agreement, or Corporate Bylaws (all entities except sole proprietor)
18.	Buy Out Rights (all entities except sole proprietor)
19.	All issued membership or stock certificates (front and back), as well as next un-issued certificate (LLC and Corporation only)
20.	Minutes of First Board Meeting (Corporation only)
21.	Certificate of Authority to conduct business in NY State (LP, LLP, LLC and Corporation registered outside NY only)

Step 4: Follow up consultation(s) to review documents and gather additional information for the MWBE certification application.

Step 5: Prepare certification application for client review.

Step 6: Client signs and submits finalized certification application.