

# Required Documents Checklist for Minority Business Enterprise (MBE) Certification

	Sole Proprietor	Corporations	LLC	Partnership
Online Application	✓	✓	✓	✓
Fictitious Business Name Statement (if applicable)	✓	✓	✓	✓
Proof of Ethnicity for Owner(s)	✓	✓	✓	✓
Proof of US Citizenship for Owners(s)	✓	✓	✓	✓
Driver's License(s)	✓	✓	✓	✓
Federal Tax Return	✓	✓	✓	✓
7004 Extension Form (if applicable)	✓	✓	✓	✓
Business Plan + 5 year Projected Income Statement (if start up)	✓	✓	✓	✓
Income Statement	✓	✓	✓	✓
Balance Statement	✓	✓	✓	✓
Notes Payable (if applicable)	✓	✓	✓	✓
Business License/Tax Registration Certificate	✓	✓	✓	✓
Lease Agreement	✓	✓	✓	✓
Resume	✓	✓	✓	✓
Bank Account Signature Card	✓	✓	✓	✓
Non-refundable Processing Fee	✓	✓	✓	✓
Blood Degree Certificate/Tribal Registry Letter	✓	✓	✓	✓
Articles of Incorporation		✓		
Certificate of Qualification (if applicable)		✓		
Most Recent Board of Directors Meeting Minutes		✓		
Stock Certificates		✓		
Stock Transfer Ledger		✓		
Bylaws		✓		
Articles of Organization			✓	
Certificate of Organization (if applicable)			✓	
Operational Agreement			✓	
Partnership Agreement				✓

**All documents on this checklist are required for your application to be processed. If your application is missing of these documents, it will be considered incomplete.**

SCMSDC reserves the right to request additional information and/or documentation for purposes of determining eligibility for MBE Certification as per the National Minority Supplier Development Council (NMSDC)