

What documents are required for certification?

REQUIRED FOR RECIPROCAL APPLICATIONS:				
<ul> <li>Copy of comparable agency certificate(s)</li> </ul>				
<ul> <li>National Minority Supplier Development (NMSDC) for MBE applicants</li> </ul>				
☐ Women's Business Enterprise National Council (WBENC) for WBE applicants				
☐ National LGBT Chamber of Commerce (NGLCC) for LGBTBE applicants				
☐ Disability:IN for PDBE applicants				

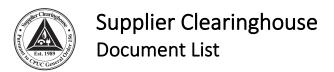
## **REQUIRED FOR ALL APPLICATIONS:**

- Supplier Clearinghouse Participation Agreement & Affidavit
- Federal Tax Returns

REQUIRED FOR MBE APPLICANTS:				
<ul> <li>Proof of qualifying owner(s)' ethnicity/minority status</li> </ul>				
For applicants other than Native Americans, furnish				
$\square$ copy of certified birth certificate from applicable county, state, or federal registrar; or,				
three declarations from recognized minority community organizations; or,				
☐ copy of parents' or grandparents' birth certificates.				
For Native American applicants, furnish:				
☐ copy of tribal enrollment card; or,				
☐ letter of Tribal Chairman; or,				
☐ letter from BIA if reservation is terminated.				
• Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status				
☐ copy of certified birth certificate from applicable county, state or federal registrar; or,				
☐ copy of U.S. passport; or (c) copy of voter's registration card; or,				
☐ copy of U.S. military record (Form DD214); or;				
copy of front and back of INS permanent resident visa card; or,				
☐ INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.				

## Proof of qualifying owner(s)' gender □ copy of certified birth certificate from applicable county, state or federal registrar; or □ copy of U.S. driver's license; or, □ copy of U.S. passport. Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status

□ copy of U.S. passport.
Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status
□ copy of certified birth certificate from applicable county, state or federal registrar; or,
□ copy of U.S. passport; or (c) copy of voter's registration card; or,
□ copy of U.S. military record (Form DD214); or;
□ copy of front and back of INS permanent resident visa card; or,
☐ INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.



## **REQUIRED FOR LGBTBE APPLICANTS:**

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•	Pro	of of qualifying owner(s)' LGBT status
		Copy of valid, municipal or state license/certificate of marriage, civil union, or domestic partnership; or,
		Proof of domestic partnership health insurance utilization; or,
		Copy of petition for same-sex partner hospital visitation rights; or,
		Evidence of completed or attempted parenting or family building efforts with same-sex partners including surrogacy, adoption, or in-vitro fertilization procedures; or,
		Joint living arrangement paperwork naming same-sex partner and reference to same-sex partner status must be made in the document. Examples of acceptable documents include:
		property, deeds/titles, lease or rental agreement, insurance (auto, health, home, etc.), phone/utility bills, wills, retirement plans, loans, lines of credit, investment holdings, etc.; or,
		One letter from the NGLCC affiliate chamber leader attesting to LGBT status of each business owner; or,
		Three letters of reference from personal contacts on their company letterhead or stationery who: have known owner for over one year; and can vouch/attest to LGBT status; or,
		One letter from a recognized LGBT organization attesting to LGBT status and signed by the organization leader or board member; or,
		Proof of media coverage, including publications, newspapers, or articles, explicitly stating LGBT status of owner(s); or,
		Physician or attorney letter establishing LGBT status of owner(s); or,
		Certificates, awards, recognition of owners as outstanding members of LGBT community; or,
		Legal petition for name/gender change (for transgender applicants).
		coof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status copy of certified birth certificate from applicable county, state or federal registrar; or, copy of U.S. passport; or (c) copy of voter's registration card; or, copy of U.S. military record (Form DD214); or; copy of front and back of INS permanent resident visa card; or, INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.



## **REQUIRED FOR PDBE APPLICANTS**

Pro	oof of qualifying owner(s)' disability status
	Documentation from a licensed, registered, or state or private certified vocational
	rehabilitation specialist affirming that the applicant/person is a person with a disability; or,
	Documentation from a federal or state agency (including the District of Columbia or a U.S.
	territory) that issues or provides disability benefits confirming the owner has a disability; or,
	Documentation from a licensed medical professional (e.g., a physician or other medical
	professional duly certified to practice medicine by a state, the District of Columbia, or a U.S.
	Territory) confirming the owner has a disability An Individualized Education Program (IEP) for
	an owner who has a learning disability; or,
	A letter/written signed statement from a leader of the Disability Chamber of Commerce or an
	affiliate chamber confirming to the disability status of the owner; or,
	Three letters of reference from personal contacts who: (a) have known the owner for over
	one year and (b) can attest, in a signed statement, to the owner's disability status; or,
	A letter/written signed statement by a leader or board member from a disability advocacy
	organization attesting to the owner's disability status; or,
	Proof of media coverage, including publications, newspapers, or articles, explicitly stating the
	disability status of the owner; or,
	A letter/written signed statement from a physician or attorney establishing the disability
	status of the owner; or,
	Certificates, awards, recognition of the owner as outstanding members of the disability
	community; or,
	Documentation of participation in a program by owner that provides benefits based on
	disability.
Pro	oof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status
	copy of certified birth certificate from applicable county, state or federal registrar; or,
	copy of U.S. passport; or (c) copy of voter's registration card; or,
	copy of U.S. military record (Form DD214); or;
	copy of front and back of INS permanent resident visa card; or,
	INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.

Additional documents required depending on application type or business structure.