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Document Checklist: What You Need When Applying for Minority and Women-owned Business Enterprise (M/WBE) Certification

Gather the documents you will need to complete the process, including:

- **Resumes** for everyone who has ownership interest in the business.
- **Bank letters** including account numbers, a list of those authorized to sign on the account, and any limitations to a signer's authority.
- **The business' federal, state, and city signed tax returns** for the most recent tax year, including all schedules.
- **Proof of U.S. citizenship or permanent resident alien status** for each owner.
- **Licenses and permits** which the business holds.
- **Lease agreements or proof of ownership** for all business locations, which must be valid for at least six months after the date of application.
- **Business contracts and invoices** completed and signed, for services performed by the business, in New York City, within the past year, along with proof of payment.
- **Proof of minority group status** of each owner claiming minority status.
- **Business start details** demonstrating how the business was initially capitalized.
- **Businesses incorporated outside New York State** must provide a Certificate of Authority from the NYS Secretary of State.

The following documents may also be required, based on the structure of your business:

- **Sole Proprietors** must provide a "Business Certificate" filed with the County Clerk if operating under a DBA name.
- **Partnerships** must provide a partnership agreement, and a business certificate as filed with county clerk.

- **Limited Partnerships (LPs) and Limited Liability Partnerships (LLPs)** must provide a partnership agreement and a state filing receipt, including any amended receipts.
- **Limited Liability Companies (LLCs)** must provide an LLC Organizational Agreement and LLC Articles of Organization, a state filing receipt, including any amended receipts, and any membership certificates, front and back, as well as the next un-issued certificate.
- **Corporations** must provide Articles of Incorporation, corporate bylaws, a state filing receipt, including any amended receipts, and stock certificates, front and back, as well as the next un-issued certificate.
- **Businesses operating under a trade name or doing-business-as name (DBA)** must provide a Certificate of Assumed Name, as filed with the County Clerk.

Need Help?

Reach out to the NYC Department of Small Business Services via **SBS Connect**:

<https://sbsconnect.nyc.gov/contact/>