

**METROPOLITAN WASHINGTON DBE UNIFORM CERTIFICATION APPLICATION  
SUPPORTING DOCUMENTS CHECKLIST**

In order to complete your application for DBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

**All Applicants**

Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm  
Personal Financial Statement (form available with this application)  
Personal tax returns for the past three years, if applicable, for each owner claiming disadvantaged status  
Your firm's tax returns (gross receipts) and all related schedules for the past three years  
Documented proof of contributions used to acquire ownership for each owner (e.g. both sides of cancelled checks)  
Your firm's signed loan agreements, security agreements, and bonding forms  
Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases  
List of equipment leased and signed lease agreements  
List of construction equipment and/or vehicles owned and titles/proof of ownership  
Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years  
Year-end balance sheets and income statements for the past three years (or life of firm, if less than three years); a new business must provide a current balance sheet  
All relevant licenses, license renewal forms, permits, and haul authority forms  
DBE and SBA 8(a) or SDB certifications, denials, and/or decertifications, if applicable  
Bank authorization and signatory cards  
Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners, and/or directors of the firm  
Trust agreements held by any owner claiming disadvantaged status, if any

**Partnership or Joint Venture**

Original and any amended Partnership or Joint Venture Agreements

**Corporation or LLC**

Official Articles of Incorporation (signed by the state official)  
Both sides of all corporate stock certificates and your firm's stock transfer ledger  
Shareholders' Agreement  
Minutes of all stockholders and board of directors meetings  
Corporate by-laws and any amendments  
Corporate bank resolution and bank signature cards  
Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

**Trucking Company**

Documented proof of ownership of the company  
Insurance agreements for each truck owned or operated by your firm  
Title(s) and registration certificate(s) for each truck owned or operated by your firm  
List of U.S. DOT numbers for each truck owned or operated by your firm

**Regular Dealer**

Proof of warehouse ownership or lease  
List of product lines carried  
List of distribution equipment owned and/or leased

**NOTE:** The specific state UCP to which you are applying may have additional required documents that you must also supply with your application. Contact the appropriate certifying agency to which you are applying to find out if more is required.