
Supporting Document Checklist for the Minority Business Enterprise and Encouraging Diversity, Growth, and Equity Programs

In addition to completing your application for certification into either the Minority Business Enterprise (MBE) or Encouraging Diversity, Growth, and Equity (EDGE) programs on [Ohio Business Gateway](#), the following supporting documentation is required to finish processing your application. Please note that the below list is not necessarily exhaustive; **you may be asked to submit additional documentation if the State Equal Employment Opportunity Coordinator believes it is necessary.**

You may submit all applicable documentation either by email at DAS.BCU@DAS.Ohio.gov, by fax at 614-728-5628 (Attn: Todd McGonigle), or by mail at:

Ohio Department of Administrative Services
Equal Opportunity Division
Business Certification and Compliance Unit
c/o Todd McGonigle
4200 Surface Rd.
Columbus, OH 43228

Documents will not be returned, so please submit **copies only**. If you believe any requested document is inapplicable or not available, please submit a written statement explaining why the document is not applicable or available. **Failure to submit required documentation or provide a written statement may be cause to deny your application.**

If you have any questions, please contact the Equal Opportunity Division of the Ohio Department of Administrative Services at 614-466-8380.

I. **Standard Certification Process (if Professional Certification Process, please see Section II, infra.)**

A. **Citizenship** – Please submit at least one of the following:

- Passport
- Birth Certificate
- Certificate of Naturalization
- Affidavit Verifying Certification Eligibility (Attachment A to this checklist)

B. **Residency** – Please submit at least one of the following:

- Most recent year's Ohio IT 1040 or IT1040EZ
- Affidavit Verifying Certification Eligibility (Attachment A to this checklist)

C. **Membership in an Economically (MBE) or Socially (EDGE) Disadvantaged Group** – Please submit at least one of the following:

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- Birth Certificate (if being submitted to demonstrate race, please be sure race is identified; otherwise, birth certificate may be used to demonstrate biological sex)
- Parents' Birth Certificates (if being submitted to demonstrate race, please be sure race is identified on both certificates; please also submit birth certificate of applicant business owner)
- Affidavit Verifying Certification Eligibility (Attachment A to this checklist)
- Tribal Membership Certificate or Card (if American Indian)
- Personal statement of social disadvantage

D. The following documents are required for **all business structures**:

- Certificate of Registration from state of original registration (applicable if applicant business was not registered originally in State of Ohio)
- Professional license or licenses (if applicable)
- Copy of signed contracts, purchases orders and invoices, and cancelled checks that demonstrate at least 12 months of capability and experience in the industry for which certification is being sought
- Bank Signature Card (i.e., copy of signature card or letter from bank identifying signers)
- List of equipment and vehicles owned, including titles or registrations
- Facility lease or ownership documentation (if private residence, warranty deed, or mortgage payment invoice)

E. Additional required documents for **sole proprietorships only**:

- Either Form 1040, 1040A, or 1040EZ (federal individual tax return) for the last two tax years for business owner
- Schedule "C" for the last two tax years
- W-2s, 1099 forms, or both (if applicable) for the last two tax years

F. Additional required documents for **corporations only**:

- Articles of Incorporation, including all amendments
- Bylaws or Code of Regulation
- Minutes of first and most recent board meeting
- Copies of all stock certificates issued
- Current Stock Ledger
- Form 1120 or 1120S (last two tax years)
- Schedule "K1" (if "S" Corporation) for the last two tax years
- Either Form 1040 or 1040A (federal individual tax return) for the last two tax years for each director and principle executive officer
- W-2s, 1099 forms, or both (if applicable) for the last two tax years for each director and principle executive officer

G. Additional required documents for **limited liability companies only**:

- Articles of Organization
- Operating Agreement
- Unit Certificates
- Unit Journal
- Either Form 1065, 1120, or 1120S for the last two tax years

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- Either Form 1040 or 1040A (federal individual tax return) for the last two tax years for each member
- W-2s, 1099 forms, or both (if applicable) for the last two tax years for each member
- Either Schedule "C" or "E" for last two tax years

H. Additional required documents for **partnerships only**:

- Partnership Agreement
- Form 1065 for the last two tax years
- Schedule "K1" for the last two tax years
- Either Form 1040 or 1040A (federal individual tax return) for the last two tax years for each partner
- W-2s, 1099 forms, or both (if applicable) for the last two tax years for each partner

II. Professional Certification Process

The following documents are required for **all business structures**:

- Affidavit
- Professional license(s)
- Resume
- Taxes, either Form 1040 or 1040A (federal individual tax return) for the last two tax years (for each partner, if applicable)
 - One year personal
 - One year business

AFFIDAVIT VERIFYING CERTIFICATION ELIGIBILITY

I, _____, residing at _____
Name Address

being first duly sworn, state as follows:

- I am a U.S. Citizen.
- I am a full-time Ohio resident.
- I belong to and hold myself out as a member of one of the following groups (select all that apply):
 - "Black" (all persons having origins in any of the black racial groups of Africa).
 - "American Indian" (all persons who maintain membership with a federally recognized Indian tribe).
 - "Hispanic" (all persons of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race).
 - "Asian" (all persons having origins in any of the original people of the Far East, including China, Japan, and Southeast Asia).
 - Female.
 - "Person with a disability" (all persons having chronic, physical or mental disability that has led to discriminatory practices against the person and that has restricted professional acceptance, employment, or access to capital and credit).
 - "HUBZone or Enterprise Zone" (all persons having long-term residence in a qualified census tract).
 - "Other" (all persons who can demonstrate personal experiences of substantial and chronic disadvantage not common to other business enterprises of similar type and location, proven by evidence of difficulty on entering or succeeding in the business world because of said disadvantages; please also submit personal statement of social disadvantage).

Any person who intentionally misrepresents himself as owning, controlling, operating, or participating in a minority business enterprise for the purpose of obtaining contracts, subcontracts, or any other benefits under sections 123.151 and 125.081 of the Ohio Revised Code shall be guilty of theft by deception as provided in section 2913.02 of the Revised Code and such other provisions as may apply.

Under the penalty of perjury, I certify, to the best of my knowledge, that the above statements are true and accurate.

Signature
STATE OF _____
COUNTY OF _____

Being duly sworn or having duly affirmed to tell the truth, the above signatory stated personally before me that they are competent under the law to give this affidavit and has personal knowledge of the facts stated herein.

Sworn or affirmed before me on _____
Date

Notary name (please print)

Notary signature

Commission Expires: _____
(Expiration date)



(Place seal here)