

CHECKLIST OF DOCUMENTS FOR SUBMITTAL OF RE-CERTIFICATION APPLICATION

Please select certification program: ___SBE ___MBE ___M/WBE

Copies of these documents are required ONLY IF APPLICABLE to your business operations

next to applicable items to submit

- ½ Prior 3 years' Federal Tax Returns including all schedules (corporate and individual if applicable)
- ½ Last 3 years' financial statements for business
- ½ Payrolls for the last 12 months: including the Florida Quarterly Unemployment compensation Reports and Wage Listing Reports. Include compensation for owners and officers
- ½ Professional license (if applicable to business industry, e.g. Engineering, General Contractor, Electrical, CPA, etc). The license qualifier must be the minority owner if apply for the M/WBE program
- ½ General Liability Certificate of Insurance, key employee life insurance policy
- ½ Occupational License or Local Business Tax Receipt(s)
- ½ Resale License (required for Suppliers)

For Office Use Only:

- ½ Online Application
- ½ Sunbiz.org – Division of Corporations
- ½ Certification Application Affidavit
- ½ Affidavit of Ethnic Designation