



## **Governor's Office of Diversity Business Enterprise**

### **DOCUMENTATION CHECKLIST**

Use this check list to verify that all required documents are being provided

**COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_ **CHECK HERE AND LIST NAME OF CERTIFICATION AGENCY ONLY IF BUSINESS HAS AN EXISTING CERTIFICATION:** \_\_\_\_\_

**ALL of the below documents may not be required when a firm has an existing certification with one of the following approved certification agencies: U. S. Small Business Administration, state Departments of Transportation, Metropolitan Transit Authorities, Metropolitan Nashville Airport Authority, Tennessee Minority Supplier Development Council, Purchasing Councils, National Minority Supplier Development Councils (state chapters), or the Women Business Enterprise National Council. If you do not, have one of the above mentioned approved existing certification continue and provide copies of ALL of the required documentation specified below:**

#### **BUSINESS LEGAL STRUCTURE:**

##### **SOLE PROPRIETOR**

- \_\_\_ 1. Most recent Federal Sole Proprietorship Tax Returns, including **all schedules**.
- \_\_\_ 2. Equipment rental and purchase agreements.
- \_\_\_ 3. Proof of capital/equity invested. (If in business less than 2 years)
- \_\_\_ 4. Equipment List.

##### **PARTNERSHIP**

- \_\_\_ 1. Most recent Federal Tax Return, including **all schedules**.
- \_\_\_ 2. Resumes of all partners (if in business less than 2 years)
- \_\_\_ 3. Partnership Agreement.
- \_\_\_ 4. Buy-out rights agreement.
- \_\_\_ 5. Profit Sharing agreement.
- \_\_\_ 6. Proof of capital/equity invested.
- \_\_\_ 7. Equipment List.

##### **LIMITED LIABILITY COMPANY (LLC)**

- \_\_\_ 1. Most recent Federal Tax Return including **all schedules**  
(include same information for any affiliate firms).
- \_\_\_ 2. Minutes of first LLC organizational meeting.
- \_\_\_ 3. Minutes of last two member or board meetings.
- \_\_\_ 4. Articles of Organization and amendments (copies).
- \_\_\_ 5. Certificate of Existence or Good Standing with the State.
- \_\_\_ 6. Certificate of Membership evidencing financial interest in LLC.
- \_\_\_ 7. Operating Agreement.
- \_\_\_ 8. Proof of Capital Invested (cancelled checks, receipts, stock).
- \_\_\_ 9. Corporate resolution for all bank accounts or (bank signature card(s)).

**CORPORATION (S or C Type)**

- \_\_\_\_\_ 1. Most recent Federal Corporation Tax returns, including **ALL schedules** (include same information for any affiliate firms).
- \_\_\_\_\_ 2. Minutes of first corporate organizational meeting.
- \_\_\_\_\_ 3. Minutes of last two board meetings.
- \_\_\_\_\_ 4. Articles of Incorporation, and Amendments
- \_\_\_\_\_ 5. Copies of all stock certificates issued (front and back) and stock ledger
- \_\_\_\_\_ 6. Corporate By-Laws
- \_\_\_\_\_ 7. Proof of Equity Contribution/Stock Purchase

**SECTION I. OTHER**

- \_\_\_\_\_ Resume(s) of all owners, key management, principals (**if in business, less than two (2) years**)
- \_\_\_\_\_ Contractor, Engineer, Design License (if in Construction industry)
- \_\_\_\_\_ Professional Licenses (if required for your business operations)
- \_\_\_\_\_ Copy of Insurance Certificate (if services are being provided)
- \_\_\_\_\_ Business License

**SECTION II. COMPANY OWNERSHIP AND MANAGEMENT CONTROL**

- \_\_\_\_\_ Copies of third party agreements or explanations of oral intended agreements, such as rental, management service, or joint venture agreements or intended
- \_\_\_\_\_ Explanation of any present or pending lawsuits

**SECTION III. ADDITIONAL DOCUMENTATION REQUIRED FOR ALL BUSINESSES CLAIMING MINORITY (MBE), WOMAN OWNED (WBE), SMALL BUSINESS ENTERPRISE (SBE) OR SERVICE-DISABLED VETERAN OWNED BUSINESS ENTERPRISE (SDVBE):**

Provide copies of two or more of the following documents:

- \_\_\_\_\_ U. S. Birth Certificate
- \_\_\_\_\_ U. S. Passport
- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ Tribal Card w/number – when claiming Native American
- \_\_\_\_\_ Permanent Resident Alien Registration Card

**FIRMS CLAIMING SERVICE-DISABLED VETERAN OWNED BUSINESS ENTERPRISE (SDVBE) STATUS MUST PROVIDE THE FOLLOWING ADDITIONAL TWO (2) PIECES OF DOCUMENTATION:**

- \_\_\_\_\_ Department of Defense Form 214 – **ONLY** if claiming Veteran Disabled status
- \_\_\_\_\_ Adjudication letter from the Veterans Administration - **ONLY** when claiming Veteran-Disabled status

**Please note:** Failure to provide ALL of the above requested documentation or additional information within the designated time frame as requested will result in denial of your request for certification.