

Woman, Minority, Disabled Veteran-Owned Business Enterprise (WBE/MBE/DVB) Document Checklist

The following documents are required to complete the application. Unless otherwise indicated, copies of documents are sufficient. *Applicants are strongly encouraged to electronically submit or upload all supporting documentation to the secure application website.*

A. ALL BUSINESSES

- Proof of ethnicity, permanent residency or citizenship for the **majority** owner, such as Birth Certificates, Green Cards, Passports, Tribal Memberships, etc.
- Current bank signature cards for business account(s) including Depository and Borrowing Resolutions.
- Business Tax Returns for the past three years.
- List of major capital assets, such as property, office/facilities, equipment, vehicles, etc.
- Current business financial statements (profit and loss statement and balance sheet).
- Leases and other Third-Party Agreement(s), such as working arrangements with other firms, supplier/distributorship agreements, rental leases, etc.
- Three samples of evidence of revenue for firm, such as completed-signed contracts, receipts, invoices, etc.
- Evidence of Certification with a MBE, WBE or DVB certifying entity (if applicable).
- Relevant license and permits.
- Resumes/biographies outlining business experience.
- Assumed name documents (d/b/a or a/k/a).
- **(DVB only)** U.S. Department of Defense Form DD 214 (Certificate of Release or Discharge from Active Duty) to prove service in the Armed Forces.
- **(DVB only)** Department of Veteran Affairs or discharge paper from the branch of armed service, stating service connected disability rating under 38 USC 1114 or 1134 of at least 20%.

B. PARTNERSHIPS ONLY

- Partnership Agreement, including any amendments, buy-out rights as well as any profit sharing arrangements.

C. CORPORATIONS AND LIMITED LIABILITY CORPORATIONS ONLY

- Articles of Incorporation with all Amendments.
- Minutes of the first corporate organizational meeting and a copy of the most recent meeting minutes.
- By-laws for corporation and LLC Operating Agreement for LLC's.
- Annual reports (filed with WI Dept. of Financial Institutions) for the past three years.
- Copies of Stock Certificates (both front and back) and Stock Transfer Record.
- Stock options and other outstanding ownership options.

Any deficiency may delay the Certification process. Certification generally takes **4-6 weeks**. An on-site visit may be required. (The on-site visit will be scheduled once the completed application and appropriate supporting documentation have been received.)

- Those applying for the woman-owned business (WBE) or disabled veteran-owned (DVB) Certification Program should include a **\$150.00** application fee made payable to the Wisconsin Department of Administration
- Those already certified as Wisconsin minority-owned business enterprise (MBE) and are **now** applying for a woman-owned business (WBE) or disabled veteran-owned business (DVB) certification **OR** applicants that are submitting both a minority-owned business certification (MBE) and a woman-owned business (WBE) or a minority-owned business certification (MBE) and a disabled veteran-owned business (DVB) certification application should include a **\$150.00** application fee made payable to the Wisconsin Department of Administration.
- Payment should be mailed to the department at the same time as the submittal of documents.

Mailing Address

Wisconsin Department of Administration
Wisconsin Supplier Diversity Program
PO Box 7970
Madison, WI 53707

If you desire to send via an Express Courier, our street address is:

Wisconsin Department of Administration
Wisconsin Supplier Diversity Program
101 E. Wilson St, 6th floor
Madison, WI 53707

Fax number: (608) 267-0600