



Office of Equal Opportunity (OEO)

Documents Required for MBE/WBE Certification Application

Please note that upon further review of the firm's application, a certification specialist may request additional information at any point of the certification process. It must be received within 30 days from date of notice.

For All Applicants:

- Resumes:** work experience resume for each owner and senior leadership.
- Federal Tax Returns:** for last three years.
 - Form 1120S: Top Page and Schedule K-1
 - Form 1120: Top Page and Schedule G and/or form 1125-E
 - Form 1065: Top Page and Schedule K-1
 - Form 1040: Top Page and Schedule C—both pages.
- SOS Registration:** Documentation showing the business in active or good standing with Missouri's Secretary of State Office. (See each business type for specific documentation from MO SOS)
 - Company name on application and SOS registration should be identical
 - If the firm has a DBA, include appropriate documentation.
- Proof of Identification:** birth certificate, driver's license, or passport.
 - Native Americans must provide tribal record (Department of Indian Affairs 202.513.7617)
 - If born outside of the U.S., documentation of Naturalized Citizenship or proof of lawfully admitted permanent resident status is needed.
- Initial Investment:** Proof of investment used to acquire ownership for each owner.
- Bank Authorization Form:** Bank signature card—showing the authorized users of the business' bank account.
- Organizational Chart:** Chart representing employee structure—with names and titles.
- Affidavit of Certification:** Application affidavit(s) must be signed and notarized.
- Payroll (two months):** compensation plan or payroll ledger for owner(s) and senior leadership.
- Transfer Documentation:** If there was any transfers in assets or ownership in the last three years, documentation must be provided.

RAPID:

- In-State or Out of State Certification:** copy of current certification from a qualified certifying entity—as determined by OEO.

- On-Site Review Report:** requested document from the primary certifying entity.
- SOS Registration:** If you are a Rapid Out of State applicant, you must also provide proof of active or good standing with your business' home state.

Limited Liability Company (LLC):

- Articles & Certificate of Organization:** from the Secretary of State Office, along with any amendments.
- Operating Agreement:** along with any amendments for the company—signed by all owners.

For Profit Corporation:

- Articles & Certificate of Incorporation:** from the Secretary of State Office, along with any amendments.
- Corporate By-Laws:** along with any amendments or Shareholders' agreement—signed by the appropriate parties.
- Meeting Minutes:** of all stockholders & board of director meetings.
- Stock Certificates:** copy of all certificates ever issued.

Partnerships:

- Articles & Certificate of Organization:** from the Secretary of State Office, along with any amendments.
- Partnership Agreement:** along with any amendments—signed by all owners.

Additional Documents (if applicable):

- Business Insurance:** insurance for company.
- Loan or Security Agreements, Bonding Forms:** signed copy.
- Leased or Owned Equipment:** list of equipment or lease agreements for items necessary to provide the business' products and services.
- Licenses, Permits, or Haul Authority Forms:** relevant to the business.
- Business Plan:** if business is less than a year old.
- Trust Agreements:** demonstrating eligibility.
- W-2/1099 Forms:** for owners and leadership.

It is the responsibility of the firm to notify OEO of any changes in information within 30 days of the change.