

## **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 upload all supporting documentation to the secure application website.*

### **A. ALL BUSINESSES**

- Proof of ethnicity, Driver License, permanent residency of 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 (*Wisconsin firms only*).
- **(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 0% (*Wisconsin firms only*).

### **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/Organization 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.
- Annual reports from the home State for the past three years **OR** a Certificate of Good Standing with Secretary of State (*out-of-State firms*).
- 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, 9<sup>th</sup> floor  
Madison, WI 53707

**Fax number:** (608) 267-0600