



Office of Supplier Diversity

EQUAL BUSINESS OPPORTUNITY PROGRAMS

City of New Orleans State & Local Disadvantaged Business Enterprise (DBE) Certification Application

CHECKLIST OF SUPPORTING DOCUMENTS

TAB	Included	N/A	See Statement Attached	APPLICANT FIRM: _____ Item
1				Notarized Affidavit (SLDBE Application Schedule D)
2				Proof of DBE status (if any) by the U.S. Small Business Administration, the U.S. Department of Transportation (Louisiana Unified DBE Certification), or other certifying agency
3				Articles (Certificate) of Incorporation or Organization
4				<i>Letter of Good Standing</i> from the Louisiana Secretary of State or Secretary of State or agency where the business is domiciled
5				Corporate Bylaws or LLC Operating Agreement
6				Current license to do business in Louisiana (City of New Orleans Occupational License) or proof of a business registration/license to operate in another parish
7				Copy of trade license(s) held by the firm and/or firm owner(s)
8				List all business names previously used by any owner
9				Stock ownership options, or agreements between owners, which restrict the DBE/EDB ownership or control of the owners
10				Stock Certificates- Front and Back (Corporations Only);
11				Type of stock- Common and/or Preferred and the number of shares of each that are currently outstanding, along with the total number of shares authorized to be issued by the corporation
12				Membership Certificates- Front and Back (LLCs Only)
13				Member ownership options, or agreements between members, which restrict the DBE/EDB membership or control of the members
14				Indicate the total number of Membership Certificates outstanding and authorized to be issued by the company
15				List of all persons in the firm currently working for any other business which has a relation with the applicant firm
16				Business Balance Sheet (< 90-days old)
17				Business Income Statement (<90-days old)
18				Personal Financial Statement (<90-days old)
19				Signed copies of Federal business tax returns for the last three (3) years (Including all schedules and attachments)
20				Signed copies of Federal personal tax returns for the past three (3) years (Including W-2s, 1099s, schedules and attachments)
21				Résumés of owners, officers, and key personnel
22				Proof of U.S. Citizenship (Picture ID)
23				Bank account signature card and/or resolution for the primary business bank account
24				Document(s) reflecting each owner's share of profits, losses, and ownership capital
25				Document(s) indicating the initial and subsequent capitalization of the firm by the owner(s)
26				Certificates of title for all equipment owned by the company
27				Copies of any loans or lines of credit from the business to any owner or member of the firm
28				Confidential statement(s) relative to each denial of a business loan, business line of credit, personal loan for the business, and/or unfair treatment for the applicant
29				Confidential statement(s) relative to each denial of a business opportunity and/or unfair treatment against the business
30				Documentation confirming a disability of the DBE/EDB owner(s)