Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY

STATE CERTIFICATION | DOCUMENT CHECKLIST

MINORITY BUSINESS ENTERPRISE (MBE) CERTIFICATION

Certified by the Office of Minority Business Enterprise (OMBE)

Please note: If your business was recently established or did not generate income, please provide a signed written explanation for any required documents that you are unable to upload.

Document Checklist

Please submit all applicable documents. Incomplete submissions may delay processing.

1. Application & Eligibility Documents

☐ **Completed MBE Application and Disclosure Affidavit**

- All sections completed and signed (Disclosure Affidavit notarized) are required
- All owners listed
- Six-digit NAICS codes included
- Write "N/A" where a section does not apply

☐ **Statement of Disadvantage (for all owners claiming disadvantaged status)**

- Must be signed, notarized, and dated with a wet-ink signature

☐ **Proof of U.S. Citizenship or Lawful Permanent Residency**

- One of the following: U.S. passport, certificate of naturalization, or permanent resident card (must be valid and unexpired).

Or

- Government-issued photo ID (driver's license or state ID) that is valid and unexpired and birth certificate

2. Business Formation & Good Standing

- All firms: Maryland Business Express - Articles of Organization

☐ **Proof of Good Standing**

- Issued by Maryland Business Express
- Screen capture or official certificate accepted

3. Ownership & Investment Documentation

☐ **Proof of Ownership Contributions (All Owners)**

Documentation showing how ownership was acquired, including:

- Business registration payments
- Canceled checks (not blank or voided)
- Wire transfers
- Personal and/or business bank statements
- Evidence of gifts (if applicable), including supporting legal documentation
- Documentation identifying the origination of funds used to start the business and evidence showing where those funds were deposited (e.g., initial business bank account statements or deposit records)

If documentation is unavailable or the firm is over five (5) years old, submit:

- A signed, itemized written statement describing the investment and/or continued maintenance of the business
- Supporting documentation, if available

4. Control

☐ **Resumes for All Owners, Officers, Directors, and Key Employees**

- Chronological format
- Include titles, duties, and dates of employment/ownership
- Add Applicant firm to resume

☐ **Bank Signature Authority Documentation**

- Business bank signature card or
- Bank letter on official letterhead identifying authorized signers (account numbers and/or balance not required)

☐ **Executed Business Agreements (unredacted, if applicable)**

- Leases, loans, distributorships, management agreements (must be signed and dated)
- Include proof of payment for loans, if applicable

5. Financial Documentation

Required for all disadvantaged owners holding at least 51% ownership

- [ ] **Personal Net Worth (PNW) Statement**
  - Signed and dated with signature
  - For each dollar amount listed on the PNW form, include the corresponding supporting documentation (for example, most recent statements, Vehicles and the primary residence require documentation supporting the estimated current fair market value, acceptable sources include Redfin or Zillow)
  - Retirement assets must be included for MBE PNW calculations
- [ ] **Personal Federal Tax Returns (Past 2 Years required, removal of password and/or pin numbers)**
  - For each qualifying owner
  - Signed and dated with signature (if filing jointly all signatures required)
  - Include all schedules, attachments, and statements
- [ ] **Business Federal Tax Returns (removal of password and/or pin numbers)**
  - Past five (5) years or life of the business (if less)
  - Signed and dated with signature
  - Include all schedules and attachments
- [ ] **Other Business Ownership (if applicable)**
  - Past five (5) years Tax returns for any additional businesses owned (if less submit taxes for years in business)
- [ ] **Year-End Financial Statements - Sample Statement**
  - Past three (3) years or life of the firm
  - New businesses must submit current financials

6. Operations

- [ ] **Quarterly State Unemployment Wage Reports**
  - Most recent four (4) quarters
  - Include summary sheet and employee list for all states

  Maryland only:
  - Form DLLR/DUI, pages 15-16 (Maryland Department of Labor)
- [ ] **Independent Contractors / Owner Draws (if applicable)**
  - IRS Form 1099s
  - Owner draw documentation (include last 12 months of documented owner draws)
  - Written explanation if not applicable
- [ ] **Equipment List**
  - Equipment used to perform work (e.g., vehicles, computers, software, tools)
- [ ] **Vehicle Titles / Registrations and Insurance (if owned by the business)**
  - For all vehicles and equipment used
  - Lease agreements required for leased items
- [ ] **Professional Licenses and Permits**
  - Business, owner, and employee licenses (industry-specific)

7. Contracts / Experience

- [ ] **Three (3) Executed Contracts, Invoices, or Purchase Orders (if applicable)**
  - Signed and dated
  - Include proof of payment
  - Scope of work required for contracts, if applicable

  If the firm does not have any contracts, invoices, or purchase orders, submit a statement confirming that none have been issued to date.
- [ ] **Trust Agreements (if applicable)**
  - Include trust documents and tax filings for the past five (5) years

8. Out Of State (Non Maryland Firms Only)

- [ ] **All MBE and WBE home state certifications and denials from State and Government agencies**

9. Entity documentation Requirements

Sole Proprietorship

- [ ] Trade Name Registration (if using a trade name)

Limited Liability Company (LLC)

- [ ] Operating Agreement (original and amended, with all exhibits) Sample Template
- [ ] Articles of Organization

Corporation

- [ ] Articles of Incorporation
- [ ] Corporate Bylaws and Shareholder Agreements (Original and Amended)
- [ ] Stock ledger and stock certificates (Original and Updated)
- [ ] Board of Directors and Shareholder meeting minutes (or written explanation)

Partnership

- [ ] Executed partnership agreements
- [ ] Profit-sharing and buy-out agreements