

## **Small Business Certification Requirements**

**APPLICANT MUST BE AN ESTABLISHED BUSINESS BEFORE APPLYING FOR CERTIFICATION, INCLUDING ALL REQUIRED LICENSES.**

### **All Applicants**

- Certification Application, 812 (Rev. 12/2012) or Certification Online Application.
- Business Federal Income Tax Returns - three (3) most recent
  - If the income tax return is on extension with the IRS, submit the Affidavit of Income form (Rev. 12/15/2009) and tax extension. If the gross annual receipts average \$15 million or more over the three previous tax years, also submit an audited or unaudited Business Income Statement.
- Up to Five (5): Six-digit United Nations Standard Products & Services Code (UNSPSC) from [www.unspsc.org](http://www.unspsc.org).
- Trust Agreements and amendments, when applicable.
- Franchise Agreement and amendments, when applicable.

### **Small Business Applicants** (complete in addition to "**All Applicants**" section)

- Quarterly Wage & Withholding Report (Form DE 9C) - four (4) most recent quarters as filed with the Employment Development Department (EDD).
- Business Federal Income Tax Returns for each affiliate - three (3) most recent, when applicable
  - If the income tax return is on extension with the IRS, submit the affiliate's Affidavit of Income form (Rev. 12/15/2009) and tax extension. If the combined gross annual receipts of the applicant and affiliates average \$15 million or more over the three previous tax years, also submit an audited or unaudited Business Income Statement.
- Quarterly Wage & Withholding Report (Form DE 9C) for each affiliate -four (4) most recent quarters as filed with the Employment Development Department (EDD), when applicable.

### **Small Business Limited Liability Companies (LLC)** (complete in addition to "**All Applicants**" & "**Small Business Applicants**" section)

- Articles of Organization as filed with the California Secretary of State.
- LLC - Statement of Information as filed with the California Secretary of State.
- Operating Agreement and amendments.

### **Small Business Corporations** (complete in addition to "**All Applicants**" & "**Small Business Applicants**" section)

- Articles of Incorporation as filed with the California Secretary of State.
- Corporate meeting minutes listing current elected corporate officers and directors, or the most recent Statement of Information as filed with the California Secretary of State.

### **Small Business Joint Ventures**

- Each coventurer must be certified as a Small Business.
- Each Joint Venture application is certified on a bid-by-bid basis.
- Provide the Joint Venture agreement for the specific project that this Joint Venture will bid on.
- Solicitation for the specific project.
- Certification Application, 812 (Rev. 12/2012).

### **Refer to DVBE Equipment Ownership Requirements, when applicable**

- [New Certifications](#) (Rev 04/23/10)
- [Renewal Certifications](#) (Rev 04/23/10)