

BUSINESS INFORMATION

1. Legal Business Name: _____

2. Trade Name (DBA): _____

3. Has this business previously operated under another name? YES NO
 If yes, provide the following: Date From: ___/___/___ To: ___/___/___
 Former Name: _____

4. Is this business organized for profit? YES NO **STOP! If you answer No, your business cannot be certified.**

5. Federal Tax ID Number (TIN): _____ (The 9-digit number used on the federal tax return.)

6. Washington UBI Number: _____ - _____ - _____ 7. Professional License # _____

8. Contractor #(if applicable) _____ 9. Date business started: _____ / _____ / _____

10. Location: _____

<i>Street Address</i>	<i>Apt./Unit #/Suite</i>	<i>County</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>

11. Is the business located at a residence? YES NO

12. Mailing: Same as above _____

<i>Mailing Address/P.O. Box</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>

13. Primary Phone: _____ Secondary Phone: _____ Fax: _____

14. Email: _____ Website: _____

15. Describe the primary activities of your business. Be precise _____

16. Does this business have a relationship with a bonding company? YES NO
 If yes, please complete the following:
 Bonding Company Name: _____
 Person responsible for signing bond: _____

17. Does the business have a bank account? YES NO

If yes, list every person who has authority to sign checks: _____

18. Are there any loans from:

- Owner to the business? Business to an Owner?
 Financial Institution to the business? Third party to the business?

If yes, explain and provide documentation: _____

19. What was the business' average number of employees over the last 12 months (including part time, seasonal, and temporary employees)? _____

20. List the major equipment and vehicles in which the business currently has an ownership, lease, or loan interest:

	Type of equipment/vehicle	Own, lease, or loan
1)		
2)		
3)		
4)		
5)		

(Attach additional pages as needed)

21. Does this business share any of the following with any other businesses? (Check Yes or No for each item.)

- | | | | | | |
|--------------------|------------------------------|-----------------------------|---------------------|------------------------------|-----------------------------|
| Owners | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Accounting Services | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Financing | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Legal Services | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Equipment | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Office Facilities | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Vehicles | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Storage Facilities | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Inventory | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Other: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Insurance Coverage | <input type="checkbox"/> YES | <input type="checkbox"/> NO | | | |

For every yes answer, explain below and attach any supporting documentation.

22. List three contracts the business or firm has performed, is performing, or has bid during the last twelve months, if any:

	Job or Project	Name and phone number of contact person <i>(Prime contractor or awarding authority)</i>
1)		
2)		
3)		

(Attach additional pages as needed)

OWNERSHIP INFORMATION

This section must be completed by each person who has ownership interest in this business, whether or not they are actively involved in the business. Please make enough copies of this section for all owners/partners to complete.

23. To be eligible for certification, this business must be owned at least 51% by minorities or women.

Is this owner included in the 51% or more? YES NO

(If yes, complete the Declaration on page 9 for minority/woman owners.)

24. Owner Name: _____
Last *First* *M.I.*

25. Owner's race or socially and economically disadvantaged status:

- Black** (Having origins in any of the Black racial groups of Africa)
- Hispanic** (Of Mexican, Puerto Rican, Cuban, Central or South American Or other Spanish or Portuguese culture or origin, regardless of race)
- American Indian/Alaskan Native** (Having origins in any of the original peoples of North America)
- Asian American** (Having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands)
- Caucasian Female**
- Other (Describe)** _____

26. Gender: ___Male ___Female

27. Citizenship: U.S. Citizen Permanent Resident **(Note: If you are neither, you are not eligible)**

28. Owner's occupation: _____
Employer: _____
Employer phone: _____

29. What is this owner's percentage of ownership in this business? _____%

30. Is this ownership: Community Property? Separate Property? Joint Property?
(If you are married and are claiming separate or joint property, you must attach documentary proof.)

31. When did this owner's ownership interest in this business begin? ____/____/____

32. How did this owner acquire this business?

- Started the business myself
- Condition of a divorce settlement
- Condition of a separation agreement
- Other: _____
- It was a gift from: _____
- I bought it from: _____
- I inherited it from: _____

33. Was ownership interest secured under a purchase agreement, loan, or promissory note? YES NO
 (If yes, provide documentation)

34. Are you: Unmarried (single)? Married? Date ____/____/____
 Separated? Date ____/____/____
 Divorced? Date ____/____/____

If this owner is married, complete the following:

Spouse's name: _____
Last *First* *M.I.*

Spouse's occupation: _____

Spouse's employer: _____

Spouse's race or socially and economically disadvantaged status:

- Black** (Having origins in any of the Black racial groups of Africa)
- Hispanic** (Of Mexican, Puerto Rican, Cuban, Central or South American Or other Spanish or Portuguese culture or origin, regardless of race)
- American Indian/Alaskan Native** (Having origins in any of the original peoples of North America)
- Asian American** (Having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands)
- Caucasian**
- Other (Describe)** _____

35. Does the owner or owner's spouse have an ownership interest in any other businesses? YES NO

If yes, complete the following for each owner/spouse and each additional business:

Owner or owner's spouse: _____

Name of other business: _____

Type of business: _____

Relationship to applicant business: _____

Percentage of ownership: _____%

Is this business certified by OMWBE? YES NO

(Attach additional pages as needed to identify all other businesses owned by this owner or owner's spouse)

DUTIES OF OWNERS AND KEY PERSONS

INSTRUCTIONS: Identify by name, title, race, gender, and total amount of compensation, those individuals, including, members, managers, and non-owners, who are authorized to make policy decisions and to manage the day-to-day operations of this firm. Make enough copies of this form to provide information on each and every applicable person. Circle the frequency of each person's involvement in each area.

	Person #1	Person #2
Name:	_____	_____
Title:	_____	_____
Race:	_____	_____
Percent owned:	_____	_____
Gender:	_____	_____
Salary:	_____	_____
Other benefits:	_____	_____

A = Always F = Frequently S = Seldom N = Never

Setting policy on company direction/scope	A	F	S	N	A	F	S	N
Bidding & Estimating	A	F	S	N	A	F	S	N
Purchasing decisions	A	F	S	N	A	F	S	N
Marketing & Sales	A	F	S	N	A	F	S	N
Supervision of field operations	A	F	S	N	A	F	S	N
Hiring & Firing of management personnel	A	F	S	N	A	F	S	N
Designating how profits are spent	A	F	S	N	A	F	S	N
Obligating the firm by contract	A	F	S	N	A	F	S	N
Signing business checks	A	F	S	N	A	F	S	N

NON-PARTICIPATION STATEMENT

This declaration is to be completed by all owners whose ownership is based on community property and whose spouse is not a minority or woman. If you are not married, initial here _____ and go immediately to the next page.

We hereby swear or affirm that:

- We are husband and wife.
- Only the husband/wife (circle one) owns and manages this firm.
- The spouse does not participate in the management of this firm.
- We understand this form is not a separate property agreement.

We understand that "participate in the management of this firm" is defined as being an officer or director and/or performing day-to-day duties and functions required by the business, including, but not limited to:

- Payment of the company's debts
- Estimating
- Marketing and sales
- Hiring and firing of management personnel
- Authorizing the purchase of major items or supplies
- Supervision of field operations
- Making company policies
- Designating how profits are spent
- Negotiating and obligating the business by contract

Signed at: _____, _____ this _____ day of _____, 20 _____
City State Date Month Year

Wife's signature: _____

Printed name: _____

Husband's signature: _____

Printed name: _____

DECLARATION

I hereby swear or affirm that:

- All application statements I have provided to OMWBE are true and correct.
- This application packet is accurate, current and complete.
- This application packet furnished to OMWBE is subject to public disclosure except materials related to applications for Disadvantaged Business Enterprise programs. As provided in Chapter 42.56 RCW, financial records (e.g.; tax and income information) and personal information (e.g.; account numbers) are excluded in the state program.
- OMWBE is authorized to contact any companies or individuals in order to verify my application information and accompanying documents.
- Other government agencies are authorized to furnish documents, verify information, and provide additional information to OMWBE concerning my application.

I understand that false statements, omissions, or material misrepresentations will be grounds for denial, decertification as a certified firm as provided by applicable state law.

I agree that this completed application and all supporting documentation becomes the property of OMWBE when submitted.

I agree that, after submitting this application packet, I will notify OMWBE within 30 days of any business information or legal changes to the firm. I will provide additional requested information to OMWBE to determine my continued eligibility for certification.

I certify, or declare, under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed at: _____, _____ this _____ day of _____, 20____
City State Date Month Year

Owner's signature: _____

Printed name: _____ Title: _____

DOCUMENT CHECKLIST

Thank you for completing this application. Unless otherwise noted, copies of the documents listed below are required and must be included in the application packet. If they are not included, the application cannot be processed and will be returned to you. If you do not have any part of the documentation requested below, provide a written statement explaining why.

In 2008, the most frequent errors/omissions leading to the return of applications were missing: Proof of Ethnicity/US Citizenship (25.88%); LLC Certificate of Formation/Operating Agreement (20.6%); Resume of spouse (13.6%); and Certificate of Incorporation (10.7%).

The minority/woman owner(s) must provide all of the following:

- Photo identification, (e.g., Driver's License)
- Other legal identification showing citizenship or legal residency, (e.g., Passport, Birth Certificate, Certificate of Naturalization, Permanent Resident Card)

If the minority/woman owner is married, include:

- Spouse's resume
- Original, signed, and dated Non-Participation Statement, if claiming community property
- Prenuptial agreement, separate property agreement, or other transfer agreement, if claiming separate or joint property

- Documentary proof (cancelled checks, bank deposit slips, etc.) of how this business was initially capitalized, amount of each owner's contribution of capital, and source of all capital
- Current resume for all owners, governing persons, and other key personnel
- Secretary of State Certificate of Incorporation
- Official Articles of Incorporation and amendments
- Corporate Bylaws and amendments
- Minutes of all Shareholders and Board of Directors meetings
- Stock Register if stock has been issued
- Complete business tax return packet filed with the IRS for each of the last three (3) years that the firm has been in business; include all pages, statements, and schedules, or a current IRS extension. (If you have been in business less than three years, provide the above information filed for the actual years/period of operations.)
- \$100.00 processing fee, payable to OMWBE
- Original signed and dated Declaration (Page 9 of this application package)

Trucking firms must also provide all of the following:

- Washington Utilities and Transportation Commission (WUTC) Permits
- Commercial Driver's License (CDL) for all drivers
- Title(s) and registration certificate(s) and insurance for each truck owned or operated by the firm

Reminder: Please include the \$100 processing fee and supporting documentation/statements with your completed application. Then mail the package to:

**OMWBE
P.O. Box 41160
Olympia, WA 98504-1160**