

OMWBE Certification – Documents

What kind of documents will I need to submit to apply for OMWBE certification?

The backup documents you'll need to submit vary according to the type of business and ownership structure. The [online application](#) will walk you through what documents to upload in our secure system. To get you started, here are some of our required documents:

To verify:

Business is small

Commonly required documents:

- Copy of filed and signed business federal tax returns (last **five** years if you've been in business that long, current IRS extension, if applicable). Please include all pages, statements and schedules.
- If your business was started less than a year ago, a Profit and Loss Statement.

Owner(s) are eligible for certification

- [Personal net worth](#) statement (form is online in the application system).
- Last **five** years of filed and signed personal federal tax returns (current extension, if applicable). Please include all pages, statements and schedules.

[Ownership](#), control, and independence

- Business structure documents, such as a Partnership Agreement, LLC Agreement or Articles of Incorporation.
- Current resumes for all eligible owner(s) and key personnel.
- Documents to show your [initial investment](#) in the business, such as bank statements, loan agreements, or purchase and sale agreements.
- Copy of signed rent or lease agreements for business, if applicable.
- List of equipment owned, rented or leased in order to run your business.
- If an established business, you will be asked for copies of contracts, bids and/or invoices to us assign the right [NAICS codes](#).

We are committed to providing equal access to our services. If you need accommodation, please call 866-208-1064 or WA State Relay 711. OMWBE contracts with Language Link to provide interpretation in over 240 languages.