

## NMSDC Certification Application Documentation Checklist

(Checklist of documents that are requested in the online application, as applicable.)

### DOCUMENT TYPE (All businesses must submit)

- Fictitious Business Statement - DBA (if applicable)
- Driver's License for all owners/shareholders (colored copy)
- Proof of U.S. Citizenship for all Owner(s), Partners, Shareholders (U.S. Passport, U.S. Naturalization Certificate, U.S. Birth Certificate)\* If document(s) are in a different language other than English items need to be translated & notarized
- Proof of Ethnicity for all Owner(s), Partners, Shareholders that include race (Long-form original Birth Certificate). If your birth certificate does not include race, provide the following in the order listed: Parent's Birth Certificate and/or Death Certificate, Grandparent's Birth Certificate and/or Death Certificate, Child's Birth Certificate and/or Death Certificate, medical record, or military record.)\* If document(s) are in a different language other than English items need to be translated & notarized. The document must contain race or ethnicity
- Indian/Native Americans Blood Degree Certificate (i.e. tribal registry letter, tribal roll register number) [if applicable]
- Two Years of Full US Federal Business Tax Returns (\*2 years of Personal tax returns if business is less than 1 year) Acceptable Business Tax Forms: Form 1040, Form 1040EX, Form 1065, Form 1065F, Form 1120, Form 1120A, Form 1120S, additional K-1 Schedule(s) must be included for each Shareholder/Partner. If you filed an extension, provide extension plus 2 years' worth of returns
- Financial Statements (Profit & Loss Income Statement, statement of cash flows, Balance Sheet) (Financial statements must be prepared according to GAAP standards (Generally Accepted Accounting Principles) and signed by the President.)
- Notes Payable (if any)
- Applicable Operating Business License and/or permits
- Business Lease Agreements(s) for virtual office, executive suites, store fronts, lease or rented (If home based, submit Security Deeds, Title Deed, Property Taxes and/or Lease Agreement)
- Current resume(s) of all owner(s), partners or shareholders or key employees (Include education, training, employment details and current enterprise with definition of role within)
- Bank Signature Card (copy of signature card or letter from bank indicating authorized signers and the type of account)
- Equipment Rental and Purchase Agreements (if applicable)
- Current invoice receivables with corresponding proof of payment (at least two) (i.e. canceled checks, deposit slip, bank statement with matching amount)
- Equipment owned or available (include description of equipment, year acquired, and current value)
- Proof of Bonding Capacity (if applicable)

- Proof of EIN
- Certificate of Authority to Transact Business (Foreign Entity Certificate) (if applicable)
- Declaration of Certification of Minority Status [Notarized Affidavit]

### **ADDITIONAL DOCUMENTS - Corporation**

- Assumed Name Certificate (filed with the Secretary of State) – if applicable
- Articles of Incorporation (Stamped copy from Secretary of State)
- Articles of Amendment or Certificate of Amendment (if applicable)
- Certificate of Incorporation or Certificate of Formation (Stamped copy issued from Secretary of State)
- Minutes of organizational meeting or minutes of the meeting (*This requirement is for minutes of the most recently held organizational or board meeting.*)
- Corporate Bylaws
- Proof of Capital Investment (i.e. both sides of canceled checks, or equipment receipt, or receipt of initial deposits, or bank statement, or signed and notarized letter stating how much, when, and where the contribution came from)
- Minutes of 1st Organizational Board Meeting
- Minutes of the last meeting where officers were elected
- Minutes of the last Board Meeting
- Proof of Stock Purchase (i.e. both sides of canceled checks, equipment receipt, initial deposits, bank statements)
- Copies of both sides of all Stock Certificates issued plus the next consecutive blank certificate (front and back) – do not include specimens
- Current Stock Ledger
- Copy of any stock options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners (if applicable)
- Copy of the purchase or buy/sell agreement with the corresponding proof of payment (if applicable)

### **ADDITIONAL DOCUMENTS - Limited Liability Corporation or Company** (including single-member LLC)

- Assumed Name Certificate (filed with the Secretary of State) – if applicable
- Certificate of Organization
- Articles of Organization or Certificate of Formation (stamped copy from the Secretary of State)
- Articles of Amendment and/or Certificate of Amendment (if applicable)
- Operational and/or Organizational Agreement



- Proof of Capital Investment (i.e. both sides of canceled checks, or equipment receipt, or receipt of initial deposits, or bank statement, or signed and notarized letter stating how much, when, and where the contribution came from)
- Minutes of the organizational meeting or minutes of the meeting
- Minutes of the last meeting where managers or members were identified and elected
- Copy of the purchase or buy/sell agreement with the corresponding proof of payment (i.e. both sides of canceled checks, bank statements) (if applicable)
- Minutes of Last Member's Meeting
- Copies of both sides of all membership unit certificates issued (no specimen) plus the next consecutive membership unit certificate not issued
- Copy of membership unit transfer ledger
- Copy of Membership or other owner options outstanding

**ADDITIONAL DOCUMENTS - Limited Liability Partnership**

- Proof of Capital Investment (i.e. both sides of canceled checks, equipment receipt, initial deposits, bank statements)
- Certificate of Limited Partnership or Certificate of Formation
- Partnership Agreements
- Third-party agreements (Management Service Agreement)