



Minority and Women Business Enterprise
Supporting Documentation Required for **Corporations**



- ☐ MyFloridaMarketPlace Registration Summary
- ☐ Copy of full form birth certificate (**must state parent's race**) for each minority owner
- ☐ Copy of State of Florida Voter Registration card or Homestead Exemption for each owner
- ☐ Copy of Tribal Registration card (**Native-American designation only**)
- ☐ Affidavit of Ethnic Designation (**original**) for each minority owner
- ☐ Copy of U.S. Passport (**for foreign born naturalized U.S. citizens**)
- ☐ Copy of Naturalization Certificate (**for foreign born naturalized U.S. citizens**)
- ☐ Copy of Florida Driver License for all owners
- ☐ Copy of owners' resumes for all owners
- ☐ Statement of owners' duties within the business for all owners
- ☐ Copy of business occupational license/business tax receipt
- ☐ Copy of Professional License (**if applicable to business industry**)
- ☐ Copy of Articles of Incorporation
- ☐ Copy of Corporate Bylaws
- ☐ Copy of completed (**signed and dated**) Stock Certificates (**cancelled and current**)
- ☐ Copy of organizational meeting minutes for most recent two (2) years
- ☐ Statement detailing number of full-time employees
- ☐ Company's current net worth amount
- ☐ Copy of most recent two (2) years' tax returns showing gross sales and net worth
 - ☐ Copy of current balance sheet **if business has been established less than twelve (12) months**
- ☐ Copy of Bank Signature Card for business account or letter from bank stating all persons authorized to sign on the account.

☐ **Mail to:**

**Office of Supplier Diversity
Florida Department of Management Services
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399-0950**

Please be advised the Officer assigned to review your documents may request additional information if clarification is needed

Please DO NOT send Social Security Cards or Bank Statements; these items are not needed for certification. To review additional documents that maybe requested or maybe submitted on behalf of the documents listed above please review Administrative Code 60A-9.005.