

## DBE Certification Application Additional Documentation Checklist:

In order to speed up the process of your application, please ensure that all necessary documentation has been provided. If your application is missing documentation, we will have to request those documents and this may slow down the processing time for your file. Please see list below for applicable documents.

**All Applications** must contain the following information/documentation:

- Birth Certificate/Passport/Naturalization Documents for all owners that make up the 51% qualifying members
- Company Owned Real Estate (include a copy of the titles)
- Office Lease Agreement
- Driver's License for all owners that make up the 51% qualifying members
- List of Company Owned Equipment
  - o Can be listed on page 6 of the application or attached as a separate page
  - o Should state whether the equipment is owned or leased
- Equipment Lease Agreements
- Titles or Registrations for Company Owned Vehicles
- Vehicle Lease Agreements
- List of Active Contract (Page 7 (I) and 8 (J) of application)
- Personal Financial Statement (the form for this can be found on our website <http://www.in.gov/indot/2748.htm>)
- Proof of Initial Investment for all owners that make up the 51% qualifying members
- Copies of Relevant Licenses (i.e. any license that would be required for your company to do the type of work you are asking to be certified for)
- Signed Loan Agreement(s) and/or Promissory Notes
- Notarized Signature or Affidavit of Certification (page 9 and 10 of application)
- Work Resumes for all personnel listed on page 5 of the application

**Out of State Firms** must include the following documentation with the application

- Current Home State Certification Letter
- Current Home State Onsite Review Report
  - o INDOT will send a request to your home state to obtain your most recent onsite review and certification letter. Please note, it is the applicant's responsibility to ensure we receive it.

### Document Requirements Based on Company Structure:

#### Corporation:

- Annual Salaries for all owners/managers/directors
- Articles of Incorporation (with the State Seal)
- By-Laws (Originals and Amendments)
- Corporate Bank Resolution(s)/Signature Card(s)
- Corporate Federal Tax Returns (all pages) for most current 3 years
- Income Statements & Balance Sheets for most current 3 years
- Personal Federal Tax Returns (all pages) for most current 3 years
  - o Personal Taxes must include copies of W-2s
  - o Personal Taxes must be included for all owners that make up the 51% qualifying members
- Shareholders and Board Meeting Minutes for most current 3 years
- Shares Ledger
- Stock Certificates (both sides – including any canceled certificates)

#### LLC:

- Articles of Organization
- Corporate Bank Resolution(s)/Signature Card(s)
- Corporate Federal Tax Returns (all pages) for most current 3 years

- Income Statements & Balance Sheets for most current 3 years
- Operating Agreement
- Personal Federal Tax Returns (all pages) for most current 3 years

- Personal Taxes must include copies of W-2s
- Personal Taxes must be included for all owners that make up the 51% qualifying members

**LLP:**

- Articles of Organization
- Corporate Bank Resolution(s)/Signature Card(s)
- Corporate Federal Tax Returns (all pages) for most current 3 years
- Income Statements & Balance Sheets for most current 3 years
- Operating Agreement
- Partnership Agreement

- Personal Federal Tax Returns (all pages) for most current 3 years
- Personal Taxes must include copies of W-2s and W-3s
- Personal Taxes must be included for all owners that make up the 51% qualifying members

**Partnership:**

- Partnership Federal Tax Returns (all pages) for most current 3 years
- Income Statements & Balance Sheets for most current 3 years
- Operating Agreement

- Personal Federal Tax Returns (all pages) for most current 3 years
- Personal Taxes must include copies of W-2s
- Personal Taxes must be included for all owners that make up the 51% qualifying members

**Sole Proprietorship**

- Income Statements & Balance Sheets for most current 3 years
- Personal Federal Tax Returns (all pages) for most current 3 years
  - Personal Taxes must include copies of W-2s

All documentation listed under “All Applications” and your “Company Structure” must be addressed in your application or a document request will be sent requesting these documents. If there are documents listed above that do not apply to your company, you still must address this in writing to avoid the delay of a document request.

- For example,
  - If your company is a corporation but only has one owner; therefore, does not have board meeting minutes, state this in writing on your company’s letterhead so that we do not have to send a document request for this document.
  - If your company does not have any company owned vehicles, state this in writing on your company’s letterhead or mark “N/A” on page 6 of the application where vehicles are discussed.

Any document not addressed at the time of the application will be requested via document request and will slow down our ability to begin the review process of your file.

If you have any questions concerning document submittal or what documents need to be submitted, please contact our office at 317-233-6511