

# OUTSIDE CERTIFICATION APPLICATION CHECKLIST

**Please note:** All applicable attachments **MUST** be submitted as requested. Failure to submit the required attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in the denial of the Applicant firm.

If you have questions regarding any of the required documentation, please check the City of Chicago Department of Procurement Services website, which can be found at [www.cityofchicago.org/procurement](http://www.cityofchicago.org/procurement) or call our office at (312) 744-4900.

■ **Note: If any of these documents do not exist, the Applicant firm must certify that fact and provide a written explanation along with whatever financial documents are available**

## All Applicants

- \$250 fee made payable to the City of Chicago (cashier's check, certified check, or money order)
- Notarized and signed application
- Current certification letter from CMBDC or WBDC
- All owners submit proof of citizenship/legal permanent resident status if born outside U.S.A. (Alien registration number or Green Card) U.S. Citizens should submit a Birth Certificate, Voter's Registration card, Passport or Armed Service Discharge papers (DD214), and/or copy of drivers license or state ID
- Last **three** years of Signed U.S. Individual tax returns including all schedules for each owner
- Last **three** years of Signed Federal Corporate tax returns and all Affiliates including all schedules and attachments for applicant firm and affiliates.
- Complete IRS form 4506-T (Attachment 5). **Please note that failure to complete IRS form 4506-T may result in the denial of the Applicant firm's certification request.**
- Correspondence from the City of Chicago and/or other government entities regarding DBE, MBE, WBE, BEPD, SBA 8(a), SDB certifications documenting certification application outcome, final determination, removal of eligibility (including decertification and debarment) and an explanation of the basis for denial if such documentation exists
- Current signed leases, mortgage receipts, tax or water bills for all real estate (including office, storage space, etc.) leased or owned by your firm

- If checked "Other Socially Disadvantaged Group"; firm must turn in an Affidavit of Individual Social Disadvantage

### **Construction Firms**

- Personal Financial Statement/Statement of Personal Net Worth with supporting documentation (*In order to be eligible as a Construction firm, your personal net worth must not exceed \$2,000,000*)
- Last years W-2 or 1099's for each employee and/or subcontractor for your firm
- Last **five** years of Signed Federal Corporate tax returns and all Affiliates including all schedules and attachments for applicant firm and affiliates (*In order to be eligible as a Construction firm, your firm must not exceed the SBA size standards in designated specialty area(s). For more information on SBA size standards, visit [www.naics.com/sba\\_sizestandards.htm](http://www.naics.com/sba_sizestandards.htm)*)

### **Regular Dealer (Supplier or Distributor)**

- Proof of warehouse, signed lease, mortgage receipt, tax or water bill for warehouse
- List of current product lines/inventory with dollar values
- List of distribution equipment owned and/or leased
- If applicable, all inventory (description, quantity, value) held by Applicant firm during the last six months that was intended for sale, not internal use  
**\* If applicable, documentation in support of supplier and/or distributor status as stated in Attachment 3 (Policy Regarding M/WBE Certification as a Supplier, Distributor, and/or Broker)**