

**N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES**

1336 Mail Service Center, Raleigh, NC 27699-1336 ▪ (984) 236-0130 ▪ Fax (919)-807-2335

Website: www.doa.nc.gov/hub ▪ Email Address: huboffice.doa@doa.nc.gov

DOCUMENTATION REQUIRED

Based upon your company business structure (i.e. sole proprietorship, corporation), you are required to submit the following documentation to the HUB Office within 30 days of your request for certification. **Failure to submit the required documents within the specified time will result in an administrative withdrawal. All items must be addressed to be considered a complete packet. (N/A's will not be accepted) *Should you feel that any of the documentation required does not pertain to you or your business, please provide an explanation on your letterhead and/or email as to why the documentation requested does not pertain to you or your company.**

<input checked="" type="checkbox"/>	All Applicants are required to submit the following documents:
<input type="checkbox"/>	Statewide Uniform Certification Application. Application must be signed and dated https://ncadmin.nc.gov/media/15142/open
<input type="checkbox"/>	Work experience resumes for all owners. Include places of ownership/employment with corresponding dates
<input type="checkbox"/>	Current Copy of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License all must be up to date)
<input type="checkbox"/>	Proof of Ethnicity based upon the ethnic groups identified in N.C.G.S. § 143-128.4 (b): Black, Hispanic, American Indian, or Asian American. Provide a copy of your Passport, Green Card, Birth Certificate. If none of the items listed indicate or state ethnicity, please complete a signed and notarized Ethnicity Affidavit https://ncadmin.nc.gov/media/15082/open
<input type="checkbox"/>	Copies of Professional Licenses, if required
<input type="checkbox"/>	Schedule of Salaries paid to all officers, managers, owners, or directors of the firm. (W-2; Quick Books, or statement on company letterhead or email, if possible)
<input type="checkbox"/>	Copies of signed lease for office and storage space or a statement indicating location of business operation
<input type="checkbox"/>	List of equipment (leased or owned) along with signed lease agreements, titles/proof of ownership of the equipment needed to operate your business
<input type="checkbox"/>	Documented proof of contributions used to acquire ownership for each owner
<input type="checkbox"/>	Statement from your bank listing names of all persons who have signature authority on your business bank account
<input type="checkbox"/>	Two business letters of reference (who your firm have performed work for - include contact information)
<input type="checkbox"/>	Home state minority and/or disadvantaged business certification for out of state businesses
<input type="checkbox"/>	Proof of disability, if applicable
	<i>Corporations must provide the following <u>additional</u> information:</i>
<input type="checkbox"/>	Official Articles of Incorporation (signed by State Official)
<input type="checkbox"/>	Both sides of all Corporate Certificates and Stock and Transfer Ledger of Schedule K Tax Returns
<input type="checkbox"/>	Assumed Name Certificate, if applicable
<input type="checkbox"/>	Shareholders Agreement or Schedule K Tax Returns
<input type="checkbox"/>	Minutes of 1 st and most recent Stockholder and Board of Directors' Meetings
<input type="checkbox"/>	Corporate Bylaws and any amendments
	<i>Limited Liability Companies, including PLLC must also provide:</i>
<input type="checkbox"/>	Articles of Organization (LLC)
<input type="checkbox"/>	Operating Agreement (LLC)
	<i>Partnerships, including LLP must also provide:</i>
<input type="checkbox"/>	Partnership Agreement
	<i>Franchises must also provide:</i>
<input type="checkbox"/>	Franchise Agreement