



Statewide Uniform Certification Program

Statewide Re-Certification Application

Thank you for your interest in becoming Re-certified as a HUB firm with the State of North Carolina under the Statewide Uniform Certification Program (SWUC). Per N.C. General Statute 143-128.4.

To be HUB Re-Certified, you must continue to meet the following:

1. The business must be at least 51% owned, controlled and managed by one or more citizens or lawful permanent residents of the United States who are members of one or more of the following groups: (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled and (7) Disadvantaged

The Office for Historically Underutilized Businesses will request updated or changed documentation based on your business structure to determine your eligibility for certification as a historically underutilized business. All applicants are required to submit this application as part of the required documentation.

To initiate HUB Re-Certification or HUB Update: (1) Login to your current vendor profile in the Vendor Link system, (2) Select *Update HUB Information* and (3) Click on *Add/Modify HUB Information*. Applicants for Re-Certification must complete a new SWUC Re-Certification Application and submit it with the required documents.

Section 1. General Information

Name of Firm	FEIN	
Contact Name	Title	
Business Phone #	Cell Phone #	Fax #
Website	Email Address	
Addresses		
Physical (no post office boxes)	Mailing (only if different from physical address)	
County		

Section 2. Affidavit – Required Documents

Has firm continued to meet the required qualifications for HUB certification as stated in N.C. General Statute 143-128.4 to qualify as a historically underutilized business?

- If YES, proceed with Section-3 of Application on page #2 “RE-CERTIFICATION REQUEST FOR DOCUMENTS” and provide the required documents.**
- If there have been changes to ownership go to Section-4 of Application on page #3 and provide the required documents.**

SECTION – 3. RE-CERTIFICATION REQUEST FOR DOCUMENTS

Please submit the information requested below (all firms):

1. New Statewide Re-Certification Application
2. Updated copy of Proof of Citizenship or Permanent Residence (Passport, Voter’s Registration Card, Green Card, Military-ID, or Driver’s License)
3. Updated copies of Professional Licenses, if required
4. Updated Home State Certification, if not a NC firm
5. Updated Schedule of Salaries paid to all officers, managers, owners or directors of the firm, if updated or changed
6. Updated statement prepared by your bank listing signature authority, if updated or changed

***If your business structure has been updated or changed please provide the following documents:**

For Corporations:

Minutes of most recent stockholder and board of director’s meetings
Any amendments to corporate bylaws

LLC or PLLC:

Any amendments to operating agreement

Partnerships, including LLP:

Any amendments to partnership agreement

Any material misrepresentation will be grounds for denial or revocation of HUB Certification and/or all other action permitted under Federal and State laws concerning false and/or fraudulent statements.

***There have been no changes** to the status of ownership, day-to-day management, control, citizenship or ethnicity eligibility of the business since our most recent certification or latest Annual Status Update Affidavit.

Signature of Owner(s) Title Date

Signature of Owner(s) Title Date

NOTARY CERTIFICATE STATE OF _____

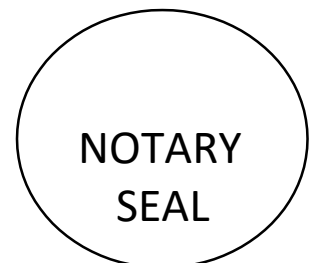
COUNTY OF _____

Subscribed and sworn to before me the _____ day of _____, 20_____.

Signature of Notary Public _____

County of Residence _____

Date Commission Expires _____



SECTION – 4 “CHANGES TO OWNERSHIP, MANAGEMENT CONTROL, CITIZENSHIP OR ETHNICITY ELIGIBILITY REQUEST FOR OUTSTANDING DOCUMENTS”

Please review the list below and submit the information requested:

1. New Statewide Certification Application – to include new owners
2. Work experience Resume for all new owners
3. Copy of Proof of Citizenship or Permanent Residence (Passport, Voter’s Registration Card, Green Card, Military-ID, or Driver’s License)
4. Copies of Professional Licenses, if required
5. Schedule of salaries paid to all officers, managers, owners, or directors of the firm
6. Home State Certification, if not a NC firm
7. Proof of contributions to acquire ownership of all owners
8. Updated Statement listing signature authority

***If your business structure has been updated or changed please provide the following documents:**

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Minutes of most recent stockholder and board of director’s meetings
Any amendments to corporate bylaws

LLC or PLLC:

Any amendments to operating agreement

Partnerships, including LLP:

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Signature of Owner(s) Title Date

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NOTARY CERTIFICATE STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me the _____ day of _____, 20_____

Signature of Notary Public _____

County of Residence _____

Date Commission Expires _____

