



N.C. Department of Administration
Office for Historically Underutilized Businesses
North Carolina Small Business Enterprise Certification

Pamela Cashwell
Secretary

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Director

NC SMALL BUSINESS ENTERPRISE DOCUMENT REQUIREMENT CHECKLIST

DOCUMENTATION REQUIRED FOR CERTIFICATION

Your company is required to submit the following documentation to the NCSBE Program Office within **30 days** of your application. Your packet will be reviewed by a Certification Specialist once you have submitted all required documents. Failure to submit the required documents within the specified time will result in an administrative withdrawal of your business' application.

<input checked="" type="checkbox"/>	All Applicants are required to submit the following documents:
	If actively a HUB certified firm, who meets the NCSBE Standards: A New application is not required. HUB firms seeking NCSBE Certification can complete, sign, and submit an Affirmation Letter.
<input type="checkbox"/>	NCSBE Certification Application for Non-HUB business: Application must be completed, signed, dated, and submitted.
<input type="checkbox"/>	Current copy of proof of citizenship or permanent residence (Birth Certificate, Passport, Voter's Registration Card, Green Card or Driver's License).
<input type="checkbox"/>	IRS Form 941
<input type="checkbox"/>	Statement from your bank listing names of all persons who have signature authority on your business bank account
<input type="checkbox"/>	Most recent completed and filed tax forms