

**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](http://www.doa.nc.gov/hub) ▪ Email Address: [huboffice.doa@doa.nc.gov](mailto: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"/>	<b>All Applicants are required to submit the following documents:</b>
<input type="checkbox"/>	Statewide Uniform Certification Application. Application must be signed and dated <a href="https://files.nc.gov/ncdoa/documents/files/SWUC-Application-Revised-01.07.21.pdf">https://files.nc.gov/ncdoa/documents/files/SWUC-Application-Revised-01.07.21.pdf</a>
<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 <a href="https://files.nc.gov/ncdoa/documents/EthnicityAffidavit..pdf">https://files.nc.gov/ncdoa/documents/EthnicityAffidavit..pdf</a>
<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
<b><i>Corporations must provide the following additional information:</i></b>	
<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 or 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 <sup>st</sup> and most recent Stockholder and Board of Directors' Meetings
<input type="checkbox"/>	Corporate Bylaws and any amendments
<b><i>Limited Liability Companies, including PLLC must also provide:</i></b>	
<input type="checkbox"/>	Articles of Organization (LLC)
<input type="checkbox"/>	Operating Agreement (LLC)
<b><i>Partnerships, including LLP must also provide:</i></b>	
<input type="checkbox"/>	Partnership Agreement
<b><i>Franchises must also provide:</i></b>	
<input type="checkbox"/>	Franchise Agreement