



CERTIFICATION CHECKLIST

Florida's Office of Supplier Diversity (OSD) certifies woman-, veteran-, and minority- owned small businesses for FREE.

Certification is simple and offers the following benefits:

Referrals to state agencies and other organizations seeking certified businesses;

A listing in OSD's Certified Business Enterprise Vendor Directory;

Customized emails including contract opportunities, special events, networking, and training announcements; and

Free online recertification every two years to simplify the process.

MINIMUM ELIGIBILITY REQUIREMENTS

Your business must meet the following minimum eligibility requirements to become a certified woman business enterprise (WBE), veteran business enterprise (VBE), or minority business enterprise (MBE):

- ☐ Be legally registered to do business in Florida as a for-profit organization (registration through the Department of State).
- ☐ Be based in Florida.
- ☐ Be owned and managed by a resident(s) of Florida.
- ☐ Be 51 percent owned and managed by a woman, veteran, or minority who is a U.S. citizen or a permanent resident alien.
- ☐ Be engaged in commercial transactions (currently doing business).
- ☐ Be registered in MyFloridaMarketPlace.
- ☐ Have a net worth of less than \$5 million.
- ☐ Have 200 or fewer full-time permanent employees.
- ☐ Have a professional license, if required by the industry, in the name of the woman, veteran, or minority business owner.

CERTIFICATION PROCESS

If you meet the minimum eligibility requirements above, you are ready for the following next steps to certification:



Step 1: Register as a new vendor on VIP:
vendor.myfloridamarketplace.com, if you are not already registered. After your registration is complete, you can find the application at the bottom of the "Company Information" tab on your MFMP profile



Step 2: Review and gather the necessary documentation outlined in the checklist.



Step 3: Submit your certification application in VIP for review by the Office of Supplier Diversity.



DOCUMENTATION CHECKLIST

Before submitting a copy of your documents to OSD, complete the checklist below to ensure you have all of your required documents for the certification(s) you are seeking. OSD can not proceed with the review process of your file until all required supporting documents are submitted.

Veteran Certification. Submit **ALL** of the following documents for VBE consideration:

- ☐ Veteran Business Enterprise Certification Application;
- ☐ DD214; **and**
- ☐ Service Disabled Letter (for disabled veteran(s) only)

If you are seeking woman and/or minority certification in addition to veteran certification, submit these documents AND the required documents for categories **A** through **G**.

A **Woman and/or Minority.** Submit **ONE** of the following documents for WBE or MBE consideration:

- ☐ SBA(8)(a) Federal Certification;
- ☐ Birth Certificate with Ethnic Designation;
- ☐ Tribal Registration Card (Native American);
- ☐ Passport;
- ☐ Naturalization Records;
- ☐ Foreign Birth Certificate;
- ☐ Permanent Resident Alien Card; **or**
- ☐ Designation Statement

B **Permanent Resident of Florida.** Submit **ALL** of the following documents to show proof of Florida residency:

- ☐ Declaration of Domicile in the Clerk of Circuit Court's Office in the County Courthouse.
- ☐ **And ONE** of the following: Florida Driver's License, Voter Registration; or Homestead Exemption

C **Ownership Interest.** Submit **ONE** of the following documents to establish 51 percent ownership interest:

- ☐ Articles of Incorporation;
- ☐ Partnership Agreement; **or**
- ☐ Federal SBA (8)(a) Certification

D **Management Component.** Submit **ONE** of the following documents to establish 51 percent management interest:

- ☐ Partnership Agreement;
- ☐ Payroll within the Last 12 Months; **or**
- ☐ Resume(s)

E **Small Business Domiciled in Florida.** Submit **ALL** of the following documents to establish business domicile:

- ☐ Registration from Department of State;
- ☐ Business with Fewer Than 200 Employees (payroll within the last 12 months); **and**
- ☐ Net Worth of No More Than \$5 Million (financial statements **or** the last two years of federal filed tax returns)

F **Useful Business Function.** Submit **ONE** of the following to establish useful business function:

- ☐ Notarized Statement of Useful Business Purpose;
- ☐ Copy of a Recent Quote Submitted by the Company; **or**
- ☐ Recent Signed Contract/Invoice

G **Licensing.** Submit **ONE** of the following to show proof of required licensing:

- ☐ Professional (licensed and regulated by the Florida Department of Business and Professional Regulation);
- ☐ Business Occupational License/Local Business Tax Receipt; **or**
- ☐ Attestation of No License Required

While these documents are listed as appropriate submission, based on the review of eligibility, additional information may be requested. All owners/managers in the company must submit information as noted.

Please contact OSDhelp@dms.myflorida.com for any assistance with the application process.