



# CERTIFICATION CHECKLIST

**Florida's Office of Supplier Development (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 as a certified business in the State of Florida's eProcurement system
- Customized communication on networking events and technical assistance
- Free online recertification every two years

## 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's Sunbiz.org)
- Be based and domiciled in Florida
- Be owned and managed by a permanent resident(s) of Florida
- Be 51% 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)
- 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
- Be registered in MyFloridaMarketPlace (MFMP)

## CERTIFICATION PROCESS

**If you meet the minimum eligibility requirements above, you are ready to start the certification process by following these steps:**



**Step 1:** Register as a vendor on [vendor.myfloridamarketplace.com](https://vendor.myfloridamarketplace.com)  
Log in and locate the certification application at the bottom of the "Company Information" tab in your MFMP profile.



**Step 2:** Review the Required Documentation List and gather the necessary documentation.



**Step 3:** Upload and submit your certification documents in your MFMP account for review by OSD.



# DOCUMENTATION CHECKLIST

Before submitting your documents to OSD, use this certification checklist to ensure you have the documents required for certification. OSD cannot review your application until all supporting documents are received.

*Documents must be current (not expired). Redact any personal identifying information.*

## VETERAN CERTIFICATION

For veteran (VBE) certification, submit ALL of the following documents:

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

## WOMAN AND/OR MINORITY CERTIFICATION

For woman (WBE) and/or minority (MBE) certification, submit the following documents for ALL categories **A** through **G**:

**A Woman and/or Minority.** Submit ONE of the following documents to establish status as a woman and/or minority:

- ☐ 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
- ☐ Notarized Designation Statement\*

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

- ☐ Notarized Declaration of Domicile\*
- ☐ 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% ownership:

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

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

- ☐ 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 small business domicile:

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

**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
- ☐ Written attestation of no license required

\*Documents available for download at [www.dms.myflorida.com/OSD](http://www.dms.myflorida.com/OSD)

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.

For help with the certification process, email [OSDhelp@dms.fl.gov](mailto:OSDhelp@dms.fl.gov)