

RE-CERTIFICATION CHECKLIST

The following information must be attached to your application. Missing or failure to submit all appropriate documentation or incomplete information will delay the processing of your application.

- Complete pages 4-7 of the Recertification Business Enterprise Program application.
- Re-Certification Affidavit must be notarized (Page 7).
- Indiana Secretary of State, Business Entity Report. (Certification of Incorporation) (If any)
- Registration/Update is required of your company, if any changes have occurred, with the City's Purchasing Division at: www.indy.gov/purch.
- Current/Updated State issued ID/Driver's License or Passport.
- Bank Authorization and Signatory Card (if any changes).
- Current Professional licenses held (if applicable).
- Titles and/or Registration for Heavy Construction Equipment (if applicable).
- Include Retail Merchant Certificate (if applicable).
- Submit entire copy of business tax returns for the last 3 years.
(Including Schedule C or K-1)

The City of Indianapolis & Marion County shall utilize 49 CFR Part 26, as amended to exclude size standard, as a guide for MBE/WBE/VBE/DOBE (also known as "XBE") certification. For additional criteria information on city-county certification please read our

[Consolidated City of Indianapolis and Marion County MBE/WBE/VBE/DOBE Utilization Plan in Indianapolis Government.](#)

*Additional documents may be requested after a desk review or if changes occurred.