

SOLE PROPRIETORSHIP CERTIFICATION CHECKLIST

The following information (**copies**) must be attached to your application. Missing Failure to submit all appropriate documentation or incomplete information will delay the processing of your application.

ALL

- Work experience resumes that include places of ownership/employment and corresponding dates of owner;
- Birth certificate of owner, ethnic documentation, passport, naturalization certification of owner, tribal cards; (for MBE applicants)
- State issued identification card or driver's license;
- Entire copy of business tax return for the last 3 years;
- Relevant professional license(s) if any;
- Bank Authorization and Signatory cards;
- Register as a vendor with the City's Purchasing Division on www.indy.gov/purch (required for all)

Sole Proprietorship

- Assumed name, fictitious name, or other registration certificate from appropriate governmental agency (if any)

Disability Owned Business Enterprise (DOBE)

- Affidavit of ADA Disability from the Office of Minority & Women Business Development

Veteran Business Enterprise (VBE)

- DD-214 (honorable discharge)

*Additional documents may be requested after a desk review.

For a full version of the Certification Standards see: Federal Regulations 49 CFR & City of Indianapolis Utilization Plan

Please return this completed application by mail with all supporting documentation to:

Office of Minority & Women Business Development
Attn: Certification Coordinator
City-County Building
200 E. Washington Street Suite 1260
Indianapolis, Indiana 46204