

Small, Woman- and Minority-Owned (SWaM) Business Certification  
**Documents Required for All Certification Applicants**

**Code of Virginia § 18.2-213.1:**

A person shall be guilty of a Class 1 misdemeanor if, in the course of business, he willfully makes a false statement knowing it to be untrue, whether by affidavit, report or other representation, to an official or employee of a public body for the purpose of influencing the certification or denial of certification of any business entity as a small, women-owned, or minority-owned business, or disadvantaged business;

Please submit the documents in single-sided pages only – No staples. If there are bar codes in your documents, please black them out on the documents.

1. Proof of U.S. citizenship or Permanent Residency of the business owner(s) in the form of:
  - a. DMV License
  - AND-**
  - b. EITHER: U.S. Passport, Permanent Resident Card, Certificate of Naturalization, **OR** Birth Certificate
2. Federal Business Tax Return – complete return from the most recent year and 1<sup>st</sup> page of previous two years. If you file a Schedule C for your firm with your personal taxes, it is required that you submit a complete copy of the federal personal tax return for the most recent year and the first page of the Schedule C for the two previous years
3. Federal Form 941 (Employer's Quarterly Federal Tax Return) - 1<sup>st</sup> page only from the most recent four quarters. If the firm has no employees, submit a letter signed and dated by the owner stating that
4. Owner Title Sheet: [http://www.sbsd.virginia.gov/documents/owner\\_title.doc](http://www.sbsd.virginia.gov/documents/owner_title.doc)

New Businesses that have not yet filed tax returns, please submit IRS Employer Identification Number (EIN) Letter, and State Corporation Commission (SCC) Certificate, Company By-laws, Articles of Incorporation/Articles of Organization/Partnership Agreement for Corporation or LLC.

Businesses with assumed or fictitious name(s) that wish to have the fictitious name(s) listed on the directory **MUST** submit a copy of their business's Certificate of Fictitious Name

Franchises must submit a copy of the Franchise Agreement or any other management, supply or license agreement which allows the use of the brand name of another company (include any agreements for the use of another company name for marketing or supply purposes).

**NOTE:**

SBSD reserves the right to request additional supporting documentation or information to provide clarification or substantiation of certain criteria or to resolve any ambiguities or inconsistencies in an application. Documents such as tribal paper, personal checks proving owner's investment in the company, owner's Resume, copies of stock certificates and/or stock ledger may be requested.

Businesses from the following states are not eligible to participate in the Virginia SWaM Program because of Certification restrictions in their home states: Arkansas, California, Connecticut, Florida, Iowa, Louisiana, Minnesota, Mississippi, New Mexico, Ohio, Texas, and Washington, D.C. States such as Arizona and New York have regional restricted certification programs, businesses from these regions are not eligible to participate in the Virginia SWaM Program.

Non-Virginia Businesses should be prepared to send their **Home State certification** as a Small, Woman or Minority owned business.

Please indicate your company name and the tracking number (you can find it on the front page of your application form) on the additional documents.

**CONFIDENTIALITY**

**Please Note:** under Section 2 2-3705.6(20) of the *Code of Virginia*, trade secrets as defined in the *Uniform Trade Secrets Act* (Section 59.1-3.36 et seq., *Code of Virginia*) or financial records of a business, including balance sheets and financial statements, as part of an application for certification as a small, women- or minority-owned business are exempt from disclosure under the *Virginia Freedom of Information Act* (Section 2 2-3700 et seq.) The business is required to (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reasons why protection is necessary.