

**PINELLAS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
MBE/WBE CERTIFICATION AFFIDAVIT**

INSTRUCTIONS TO APPLICANT

This form must be completed in full. If a question does not apply, write "NA." All documents listed on the checklist must be submitted. This form must be **SIGNED** by an officer or owner of the firm and **NOTARIZED**.

NAME OF FIRM:

ADDRESS:

PHONE:

FAX:

CONTACT:

E-MAIL:

ETHNICITY and GENDER

(check all that apply)

_____ Asian American
_____ Black American
_____ Hispanic American
_____ Native American Indian
_____ Female

TYPE OF FIRM (check one)

_____ Corporation
_____ Limited Liability Corporation
_____ Limited Partnership
_____ Partnership
_____ Sole Proprietorship

STATUS APPLIED FOR: North American Industry Classification System code(s): NAICS #

NOTE: If you do not know your classification, you can look it up at www.census.gov or www.naics.com

1. Current number of employees (including all affiliates and subsidiaries):

Full Time: _____ Part Time: _____

2. Are you currently licensed to do business in :

State of Florida _____ Pinellas County _____

3. Amount of annual gross receipts for the last three years (including all affiliates and subsidiaries):

Year: 20_____

Year: 20_____

Year: 20_____

Gross Receipts:

Gross Receipts:

Gross Receipts:

4. Current principal business activities:

Submit this form and all required documentation to:

Pinellas County Community Development

Attn: Planning Division

600 Cleveland Street, Suite 800

Clearwater, FL 33755

cdplanning@pinellascounty.org

Phone 727-464-8210

5. Submission of the following documents, as appropriate, is required for certification. All items must be received by this office.

THE FOLLOWING ITEMS ARE ATTACHED:		YES	NO	N/A
A.	Signed copy of all current leases(s) and most recent tax bill from all locations from which the firm conducts its business. Include documentation for warehouse and storage areas.			
B.	Current applicable license(s) and/or permit(s)			
C.	All MBE and/or WBE certifications the firm has received.			
D.	All MBE and/or WBE denials the firm has received.			
E.	Copy of all issued and/or cancelled stock certificates.			
F.	Copy of last year's W-2 Forms (or 1099 Misc. Income forms) for all owners, officers and managers.			
G.	Copy of most recently available payroll register with copies of canceled payroll checks (both sides) for the same pay period.			
H.	Copy of the firm's Bank Resolution and Bank Signature Cards.			
I.	Submit those pages showing the dollar amount(s) and two-party signatures of the firm's three largest contracts in the last twelve months. (Substitute three largest Purchase Orders when applicable).			
J.	Copy of proof of bonding capacity, or a copy of the firm's last bonding agreement.			
K.	Signed copy of your U.S. Federal Corporate Tax return or individual tax return including all schedules for the last year.			
L.	Minutes of all Shareholders Meetings for the last 12 months.			
M.	Minutes of all Board of Directors Meetings for the last 12 months.			
N.	Copy of Articles of Incorporation, Partnership Agreement, By-Laws, or Operating Agreement of the firm, as applicable, and any amendments thereto.			

APPLICANT UNDERSTANDS THAT INFORMATION PROVIDED HEREIN MAY BE AUDITED OR VERIFIED BY OTHER MEANS.

Signature

Printed Name

Title

Date

Corporate Seal, if applicable

Subscribed to and sworn before me this _____ day of _____, 20____.

Notary Signature:

My commission expires:
Notary Seal