

Monroe County M/WBE Certification Program – Required Document Guide

The documents listed under the “initial application” column below must be uploaded prior to submission. If you have any questions or need to use an alternative document please email mwbe@monroecounty.gov for further assistance.

Eligibility Criteria	Required Proof	Initial Application	As Requested
Citizenship/Minority Group Member/Gender			
Eligible Minority Group	Monroe County Ethnicity Attestation Clause	X	
Gender	Birth Certificate, US Passport, or State Driver's License	X	
U.S. Citizenship	US Passport, Birth Certificate, NYS Enhanced Driver's License*, or US Naturalization Certificate	X	
Permanent Resident Alien Status	Permanent Resident Alien Card or other documentation	X	
Business Information			
Sole Proprietorship	Business Certificate from County Clerk	X	
Partnership	Business Certificate from County Clerk	X	
Limited Liability Company	Articles of Organization and Operating Agreement	X	
Corporation	Certificate of Incorporation, Corporate By-Laws, Stock Certificates, and Stock Ledger	X	
Business Operating Location	Current lease or utility bill in the firm's name		X
Previous Year's Business Tax Return	Corporate tax returns (Personal taxes if a Sole Proprietor)		X
Proof of business activity	Contracts, invoices, purchase orders, payments for recent work	X	

*** If using a Driver's License to verify Citizenship , it must be the Enhanced or Real ID Version**

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Business Profile	Basic company Information including product or services you intend to sell	X	
Third-Party M/WBE Certifications	A copy of certification letter or other proof of certification by one or more of the entities listed below.	X	
Credentials/Licensing			
Current Resume	Must include your role in the applicant business	X	
Personal License/Certifications	Provide proof of current License/Certification that are used for your business	X	

Firms certified as a M/WBE by one of the following agencies may qualify for the Rapid Certification Program:

- New York State M/WBE Certification Program
- Small Business Administration 8(a) Business Development Program
- US Small Business Administration WOSB Program
- New York State Disadvantaged Business Enterprise Program
- Buffalo Erie County/Joint Commission M/WBE Program
- New York Port Authority M/WBE Program
- City of Albany M/WBE Program
- City of Syracuse M/WBE Program
- City of New York M/WBE Program
- New York Power Authority M/WBE Program
- MTA M/WBE Program
- National Minority Supplier Diversity Council
- Women’s Business Enterprise National Council
- US Women’s Chamber of Commerce
- National Women’s Business Owners Corporation
- The El Paso Hispanic Chamber of Commerce

Uploading your current certification certificate or letter will streamline the application processing timeline.