



Business Certification Checklist

Where to Apply: The Official Site of the State Of New Jersey,
State Business Enterprise Registry

[VISIT THE SITE](#)

For specific certifications, look below

Certification Category	Information Required	Applied?
Minority Owned Business Enterprise (MBE)	• The names and addresses of the owner, partners, or shareholders, as applicable, and their representative shares of ownership • The names and addresses of members of the board of directors, in the case of corporations. • The names and addresses of the officers of the business. • The number of shares of stock issued and outstanding, in the case of a corporation. • The articles of incorporation, bylaws, partnership agreements, or joint venture agreements, as applicable. • Certificate of Formation. • Organizational charts. • An applicant's certificate of birth, or motor vehicle driver's license, passport, or other acceptable form of identification. • An affidavit, signed by the individual seeking certification, certifying that the applicant is a minority business or women's business, as defined pursuant to section 2 of P.L. 1986, c. 195 (NJ.S.A. 52:27H-21.18). For example Affidavits click here.	☐
Disabled Veteran Owned Business (DVOB)	• Notarized statement attesting to the truthfulness of all information and documents submitted with this application. ○ Only the signature of the owner or president of a corporation is acceptable. For a partnership, only a General Partner may sign. The signature of a Limited Partner is not acceptable. For an LLC, the managing member must sign. • Proof of New Jersey residency. Provide for Majority owner(s). • Federal Service-Disabled Veteran-Owned Business Determination Letter, Disability Award Letter or Federal Service-Disabled Veteran Letter. Provide for Majority owner(s).	☐

LGBTQ+ Owned Business Enterprise (LBE)	• The names and addresses of the owner, partners, or shareholders, as applicable, and their representative shares of ownership. • The names and addresses of members of the board of directors, in the case of corporations. • The names and addresses of the officers of the business. • The number of shares of stock issued and outstanding, in the case of a corporation. • The articles of incorporation, bylaws, partnership agreements, or joint venture agreements, as applicable. • Certificate of Formation. • Organizational charts. • An applicant's certificate of birth, or motor vehicle driver's license, passport, or other acceptable form of identification. • An affidavit, signed by the individual seeking certification, certifying that the applicant is an LGBTQ+ business, as authorized by Executive Order 295.	☐
Women Business Enterprise (WBE)	• The names and addresses of the owner, partners, or shareholders, as applicable, and their representative shares of ownership. • The names and addresses of members of the board of directors, in the case of corporations. • The names and addresses of the officers of the business. • The number of shares of stock issued and outstanding, in the case of a corporation. • The articles of incorporation, bylaws, partnership agreements, or joint venture agreements, as applicable. • Certificate of Formation. • Organizational charts. • An applicant's certificate of birth, or motor vehicle driver's license, passport, or other acceptable form of identification. • An affidavit, signed by the individual seeking certification, certifying that the applicant is a minority business or women's business, as defined pursuant to section 2 of P.L. 1986, c. 195 (N.J.S.A. 52:27H-21.18). For example Affidavits click here.	☐

Socially and Economically Disadvantaged Business (SEDB)	• The names and addresses of the owner, partners, or shareholders, as applicable, and their representative shares of ownership. • The names and addresses of members of the board of directors, in the case of corporations. • The names and addresses of the officers of the business. • The number of shares of stock issued and outstanding, in the case of a corporation. • The articles of incorporation, bylaws, partnership agreements, or joint venture agreements, as applicable. • Certificate of Formation. • Organizational charts. • An applicant's certificate of birth, or motor vehicle driver's license, passport, or other acceptable form of identification. • An affidavit, signed by all individuals seeking certification, certifying that they are socially and economically disadvantaged as defined pursuant to P.L.2023, c.300. For example Affidavits click here. • Personal Net-worth Statement(s) for all individuals seeking certification of the business as a Socially and Economically Disadvantaged Business.	☐
Veteran Owned Business (VOB)	• Notarized statement attesting to the truthfulness of all information and documents submitted with this application. Only the signature of the owner or president of a corporation is acceptable. For a partnership, only a General Partner may sign. The signature of a Limited Partner is not acceptable. For an LLC, the managing member must sign. • Proof of Honorable Discharge from the US Military form DD-214. Provide for Majority owner(s). • Proof of New Jersey residency. Provide for Majority owner(s).	☐

Additional Required Renewal Documents for MBE, MWBE, LBE, WBE

- Place of business.
 - Names and addresses of capital investors and the amount of capital contributed. Gifted ownership shall not be considered.
 - Personal and Corporate Tax Returns for each owner, director, and officer of the business for the past three consecutive years (including W2s).
 - The bonding capacity and history of the business.
 - The affiliation of the business or any of its owners, officers, or directors with any other business entity.
 - A representative list of current and prior clients for the past two years, where applicable.
 - A complete list of major real and personal property holdings of the business.
 - A complete disclosure of financial statements and balance sheets.
 - A current organizational chart.
 - A complete listing of banking institutions with which the business is affiliated.
 - A complete listing of previously attained certifications and a listing of all legal entities that denied certification.
 - Copies of office/warehouse, lease/rental agreements, and/or deeds, and mortgages, when home-based.
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