

State of Florida Vendor Application

for

MBE/CBE Certification

Consultation Assistance

P.O. Box 1005 * Quincy, FL 32353 Office 800.503.2670 www.the-mint.net email: info@the-mint.net

PLEASE COMPLETE ALL FIELDS

Firm Name: _____

FEIN # : _____

Owner's (1) Name: _____

Owner's (2) Name: _____

Owner's (3) Name: _____

Company Short-name: _____

Business Designation(s) Seeking: _____

Commodity Codes Selected: _____

Contact ; _____

Address: _____

County: _____

Office Phone: _____

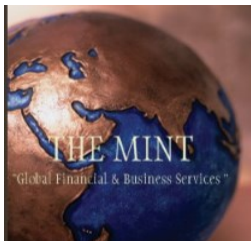
Mobile Phone: _____

Fax # : _____

Email: _____

of Employees: _____ Total Sales: \$ _____

Net Worth: \$ _____ # Years in Business _____



Release and Authorization Form

Consultation Assistance for Certification

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PLEASE SUBMIT THIS SIGNED FORM TO THE APPROPRIATE CERTIFYING AGENCY

I, _____ as the **owner** and/or **managing partner** of the company, _____ - **FEIN #** _____ - _____, do explicitly authorize the staff of **THE MINT**, to submit, review and/or change any information related to the MBE/CBE Certification / Recertification process with your agency, _____.

Information can be shared via email at info@the-mint.net or via the telephone with any of the representatives.

_____	_____
Owner1 / Managing Partner1	Date
_____	_____
Owner2 / Managing Partner2	Date
_____	_____
Owner3/ Managing Partner3	Date

For an acknowledgment in a representative capacity:

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of 20____, by the aforementioned person(s) above as (*type of authority...e.g. officer, trustee, attorney in fact*) for (*name of party on behalf of whom instrument was executed*).

_____ .

(Seal)

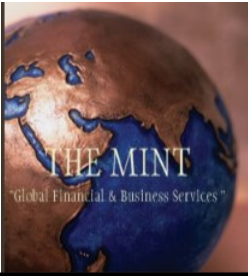
Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



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Let's Get Certified!

Step 1:

The first step to certification is to **register as a new vendor on MyFloridaMarketPlace.com**, the state's procurement website, if you are not one already. During this process, you will be asked "If you are seeking Minority Business Certification." In the options provided in that step, you will want to indicate which certifications may apply to your business by selecting the designation (s) in the "Non-Certified" column. For more information about registering your business with the state, visit [MyFloridaMarketPlace Vendors](#).

Step 2:

Review the Required Documentation (below) and gather all of your necessary required documentation.

Step 3:

Mail, fax, or scan and email all of your supporting documentation to **THE MINT**

Fax: 800.503.2670 or email: info@the-mint.net

For assistance or questions about certification or the process of

Certification Required Documents

The Office of Supplier Diversity certifies woman-, Veteran-, and minority-owned businesses. The following requirements must be established for certification:

- 51% owned and managed by minority, woman or veteran
- Permanent resident of Florida
- Registered in [MyFloridaMarketPlace](#)
- Net worth less than \$5 million
- Fewer than 200 employees
- Business domiciled in Florida

Veteran:

If you wish to be certified as a veteran **and** as a minority/woman, you must supply the documents listed for minority/woman businesses for your business structure (below) **in addition to** the Veteran Business Enterprise Certification Application **and** the documents listed on the last page of the application.


The first step to certification is to **register as a new vendor on the state's procurement website, [MyFloridaMarketPlace.com](#)**, if you are not one already.

Please Note:

- **Non-profit corporations can not be certified.**
- Resident Aliens cannot qualify for certification.
- **Only send the documents listed. Please do not send social security cards, personal bank statements, etc.**

(A) **Minority and/or Woman:** To establish status as a minority and/or woman, **any** of the following documents shall be considered:

- SBA(8)(a) Federal Certification;
- Birth Certificate with ethnic designation;
- Passport;
- Naturalization Records;
- Foreign Birth Certificate; or

[Affidavit of Ethnic Designation](#) ( 23.27 KB) - includes "American Woman (Non-ethnic Female)"

(B) **Veteran:** To establish status as a veteran, you must provide both of these documents:

- DD214

[Veteran Business Enterprise Certification Application](#) ( 596.04 KB)

Businesses seeking Veteran Business Enterprise certification are required to submit the completed Veteran Business Enterprise Certification Application with the supporting documents listed in both the application and the specific business structure list. If you wish to be certified as a veteran and as a woman or minority business enterprise, you must provide the documents listed for your business structure for minority **and** woman businesses **in addition to** the Veteran Business Enterprise Certification Application, **along with** the required documents listed on this page.

(C) **Permanent Resident of Florida:** All submissions must include proof of Florida residency; the following documents shall be considered:

Declaration of domicile in the clerk of [circuit court's office in the county courthouse](#), **and**

- One of the following:
- Florida driver's license;
- Voter Registration; **or**
- Documentation of Homestead Exemption
-

(D) **Ownership Interest:** Business is at least 51-percent-owned by persons classified under (A) or (B). To establish 51 percent ownership interest, any of the following documents shall be considered:

- Articles of Incorporation;
- Partnership Agreement; or
- Federal SBA (8)(a) Certification

(E) **Management Component:** The management and daily operations are controlled by the person classified under (A) or (B). A Certified Business Enterprise may primarily involve the practice of a profession. The following documents shall be considered:

- Partnership Agreement;
- Payroll within the last 12 months; or
- Resume (s)


Certification Required Documents....continued

(F) **Small Business Domiciled in Florida:** The Certified Business Enterprise must be located within the State of Florida. The following documents for each subsection shall be considered:

Registration from [Department of State](#)

- Department of State Registration
- *Business with fewer than 200 employees*
- Payroll within the last 12 months
- *Net worth of not more than \$5 million*
- Financial statements; or
- Last two years of federal filed tax returns

(G) **Useful Business Function:** The prospective certified business enterprises must be currently performing or seeking to perform a useful business function. A "useful business function" is defined as a business function which results in the provision of materials, supplies, equipment, or services to customers. Acting as a conduit to transfer funds to a nonminority business does not constitute a useful business function unless it is done so in a normal industry practice. As used in this section, the term "acting as a conduit" means, in part, not acting as a regular dealer by making sales of material, goods, or supplies from items bought, kept in stock, and regularly sold to the public in the usual course of business. Brokers, manufacturer's representatives, sales representatives, and non-stocking distributors are considered as conduits that do not perform a useful business function, unless normal industry practice dictates. To establish status as a useful business function, the following document shall be considered:

- Affidavit of Corporate Representative
- A notarized statement of [useful business purpose](#) ( 115.53 KB) by authorized corporate representative.
- You may also submit a copy of a recent quote submitted by your company, or submit a recent signed contract or invoice.
- SBA(8)(a) Federal Certification
- Birth Certificate with ethnic designation
- Passport
- Naturalization Records
- Foreign Birth Certificate
- Affidavit of Ethnic Designation
-
- Previous majority ownership was not a minority:
- Articles of Incorporation
- Partnership Agreement
- Federal SBA (8)(a) Certification

(H) **Licensing:** A small business must have and maintain all applicable state or otherwise required licensing before becoming a certified business enterprise. The following documents shall be considered:

Professional (licensed and regulated by the [Florida Department of Business and Professional Regulation](#));

- Business; or
- Attestation of no license required

Transfer of Ownership: For transfer of ownership, the following documents shall be considered:

- Previous owner a qualifying minority:
- Prior MBE Certification from Office of Supplier Diversity

- Ownership interest exceeds 51%:
- Articles of Incorporation
- Partnership Agreement
- Federal SBA (8)(a) Certification

- Licensure required, owner license holder:
- Professional
- Business, or
- Attestation of no license required

- Previous majority ownership a minority relative:

END OF DOCUMENTATION LIST