

# INTERLOCAL CERTIFICATION COVER SHEET

Initiating Agency: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature

- To be presented to:  Palm Beach County Office of Small Business Assistance (SBE)  
 Palm Beach County School Board (SBE – MW/BE)  
 City of West Palm Beach (SBE)

BUSINESS NAME ADDRESS (include d/b/a if applicable)	BUSINESS TEL. NO:
	BUSINESS FAX NO:
	DATE ESTABLISHED:
	# FULL-TIME EMPLOYEES:
	# PART-TIME EMPLOYEES:
CONTACT PERSON:	# CONTRACT/TEMPORARY EMPLOYEES:
DOMICILE VERIFIED: Yes _____ No _____	

**BUSINESS FUNCTION:**

**BUSINESS TYPE:** Construction  Commodities  Professional Services

**CERTIFICATION STATUS:**  SBE  MBE  WBE

BUSINESS ORG.	% OF OWNERSHIP	Gross Receipts	
		Year	Dollar Amount
<input type="checkbox"/> Corporation	<input type="checkbox"/> African American <span style="float: right;"><input type="checkbox"/> Male</span>		\$
<input type="checkbox"/> Partnership	<input type="checkbox"/> Asian American <span style="float: right;"><input type="checkbox"/> Female</span>		\$
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Hispanic American		\$
<input type="checkbox"/> Other _____	<input type="checkbox"/> Native American		\$
	<input type="checkbox"/> Non-Minority	<b>Average</b>	\$

SBE:  Certified  Denied  Deferred  Site Visit  
M/WBE:  Certified  Denied  Deferred  Site Visit

**Certification dates:** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

Documents	OSBA	School Board M/WBE	School Board SBE	City of West Palm Beach
Palm Beach County Occupational License	√			
Fictitious Name Certificate	√			
Most recent three years' tax returns, signed as filed with the Internal Revenue Service	√	√		√
All schedules from three years' corporate or partnership tax returns	√	√		√
Schedule C from three years' personal tax returns	√	√		
Proof of Domicile	√			√
Palm Beach County CCNA Certification (Architects/Engineers)	√			
Resumes of principals and/or partners and/or management personnel		√		
PBC Vendor Registration	√			
Bank signature card		√		
List of Officers, Board of Directors and Shareholders	√	√		√
Minutes of first corporate organizational meeting		√		
Partnership's distribution of profits for previous year	√			
Third Party Agreements (rental and lease agreements, management agreements, purchase agreements)		√		
Application and Affidavit	√	√	√	√
Professional License/Certificate of Competency	√			