

State of Delaware
Office of Minority and Women Business Enterprise

Recertification Affidavit
For Minority and/or Women Business Enterprise

I, _____, (business owner) do solemnly swear that there has not been a change in the operational control, management control, ownership of my firm, or in any of the required documentation submitted to the State of Delaware since my last certification approval by the Office of Minority and Women Business Enterprise (OMWBE), except those changes I have reported to OMWBE and those documents I have enclosed with this affidavit. Further, the business known as _____ is a Minority and/or Women Business Enterprise as provided by law.

Please identify the majority owner's ethnicity (see below for classifications) _____

The gross receipts of my firm and affiliates during the last two years are:

(A) Year Ending _____ Gross Receipts _____

(B) Year Ending _____ Gross Receipts _____

The number of people employed by my firm and affiliates is:

Full-time _____; part-time _____

_____/_____

Signature of the Owner _____ Date _____

Name: _____

Title: _____

Company Address: _____

Phone: _____ Fax: _____

Owner's E-mail address: _____

Web site: _____

On this _____ day of _____, 20____ before me appeared (owner) _____ to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (firm) _____ to execute the affidavit and did so as a free act and deed.

Notary Seal

My Commission Expires: _____

Recertification Affidavit Instructions

Your company's certification as a Minority Business Enterprise and/or Woman Business Enterprise with the State of Delaware will expire shortly. To apply for recertification, you must submit the enclosed Recertification Affidavit dated no longer than 60 days after the expiration date on your original certification letter. It is imperative that the affidavit and applicable materials listed below are returned in a timely manner to the Office of Minority and Women Business Enterprise, Haslet Armory, 122 William Penn Street, Dover, DE 19901.

Please submit the following information:

- Products or services description in text box on page three (to expedite the posting of this information on OMWBE's web site; please e-mail the information to DEOMWBE@state.de.us. Please do not send attachments
- Signed & notarized affidavit
- Current licenses (only those required by the state)
- Current home state certification, if out-of state
- Verification of any major changes since last certification

Optional

- Last two years of your firm's tax returns (gross receipts). If the documents are not available, last two years' W2 and/or 1099 forms for all owners, directors, officers and senior management. Please note the categorization of small business may provide additional opportunities.

Please note – Submitting tax information provides OMWBE with documentation required to identify the business as a small business. If you would like to be identified as a small minority and women business enterprise please submit tax information. For additional information on small business criteria please visit <http://www.ccr.gov/SizeStandard.aspx> or <http://www.sba.gov/index.html> (most requested items). Please note the categorization of small business may provide additional opportunities.

Please also submit the following documents **IF THEY HAVE CHANGED** since your last certification or recertification. If there are no changes, please indicate such in a cover letter.

- Certificates of training
- All corporate or partnership documents that have changed (i.e., stock ledger, minutes of most recent meeting where elections were held, etc.)

Failure to return the completed affidavit along with the required information will indicate to the OMWBE that you are not seeking recertification.

In the future, to regain certification, you will be required to submit a new application. If you have any questions, please contact the OMWBE at (302) 739-4206.

Additional Questions

<p>Describe, what product(s) and/or services your business provides. Attach additional pages and/or the company’s catalog or inventory list, if needed. Please note the below capabilities narrative will be posted on the OMWBE web site.</p>					
<p>Six digit North American Industry Classification System (NAICS) Code(s): (To assist you in determining your NAICS Code(s) go to www.census.gov/naics)</p>					
1.	2.	3.	4.	5.	6.

For all companies	
How many years has your company been conducting business with you as owner?	
How many contracts, subcontracts, and/or sales has your company completed during the last 12 months?	
What is the largest contract, subcontract, or sale your company completed in the past 24 months?	
Has your company done any business with government? <input type="checkbox"/> No; <input type="checkbox"/> Yes	
If yes, what level of government (check all that apply): <input type="checkbox"/> Federal; <input type="checkbox"/> State; <input type="checkbox"/> Local	
Has your company done any business with government in the State of Delaware? <input type="checkbox"/> No; <input type="checkbox"/> Yes	
Number of government contracts, subcontracts, or sales completed (estimate):	
For Construction-Related Companies Only (not including suppliers of construction materials)	
What is your company’s bonding capacity? \$ (indicate “unknown” if you do not know)	
What % of your business is direct contracting?	
What % of your business is subcontracting?	

Firm is applying as:			
Minority Business Enterprise		Women Business Enterprise	
<input type="checkbox"/> African American	<input type="checkbox"/> Asian American	<input type="checkbox"/> African American	<input type="checkbox"/> Asian American
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American
<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> Other	<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> White American
		<input type="checkbox"/> Other	

Type of Business		
<input type="checkbox"/> Building trade	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Other
<input type="checkbox"/> Consultant	<input type="checkbox"/> Supplier	
<input type="checkbox"/> Generalized service	<input type="checkbox"/> Highway Construction	
<input type="checkbox"/> Licensed professional services		