

**A. The following documents are required for WBE and MBE Certifications.**

- Copy of signatory card for each business bank account or business banking resolution identifying the authorized signatories for each account
- Complete copy of personal federal tax returns (last 3 years)
- Lease Agreement (or deed if property is owned by the business or business owner) for the location from which the business is operated
- Affidavit of Ethnicity and Gender (downloaded from application)
- Proof of U.S. citizenship or Naturalized Citizenship for all shareholders
- Proof of initial investment to acquire ownership interest
- Application Affidavit (downloaded from application)
- Resume for each owner
- Sample of business identification (ex. business card & letterhead)
- Statement of inapplicability (downloaded from application)

**B. The following documents are required for SBE Certifications.**

- Copy of signatory card for each business bank account or business banking resolution identifying the authorized signatories for each account
- Complete copy of personal federal tax returns (last 3 years)
- Lease Agreement (or deed if property is owned by the business or business owner) for the location from which the business is operated
- Proof of U.S. citizenship or Naturalized Citizenship for all shareholders
- Proof of initial investment to acquire ownership interest
- Application Affidavit (downloaded from application)
- Separate Personal Financial Statement for each owner and for each owner's spouse
- Resume for each owner
- Sample of business identification (ex. business card & letterhead)
- Statement of inapplicability (downloaded from application)
- Most recent tax return for any other business in which owner of applicant firm has ownership interest
- Most recent tax return for any business in which spouse of owner of applicant firm has an interest

**C. The following documents are required for SLBE/ELBE Certifications**

- Copy of signatory card for each business bank account or business banking resolution identifying the authorized signatories for each account
- Complete copy of personal federal tax returns (last 3 years)
- Lease Agreement (or deed if property is owned by the business or business owner) for the location from which the business is operated
- Proof of U.S. citizenship or Naturalized Citizenship for all shareholders
- Proof of initial investment to acquire ownership interest
- Application Affidavit (downloaded from application)
- Resume for each owner
- Sample of business identification (ex. business card & letterhead)
- Statement of inapplicability (downloaded from application)
- Most recent tax return for any other business in which owner of applicant firm has ownership interest

\*\*Additional Documentation may be required.

**Please direct all DEI certification inquiries to:**

**Department of Economic Inclusion**

Two Centennial Plaza, Suite 610

805 Central Avenue

Cincinnati, OH 45202

513-352-3144

[DEI@cincinnati-oh.gov](mailto:DEI@cincinnati-oh.gov)

**A. The following documents are required for WBE and MBE Certifications:**

- Articles of Organization and any later amendments
- Operation Agreement
- Copy of signatory card for each business bank account or business banking resolution identifying the authorized signatories for each account
- Complete copy of business federal tax returns (last 3 years)
- Lease Agreement (or deed if property is owned by the business or business owner) for the location from which the business is operated
- Affidavit of Ethnicity and Gender (downloaded from application)
- Proof of U.S. citizenship or Naturalized Citizenship for all shareholders
- Proof of initial investment to acquire ownership interest
- Application Affidavit (downloaded from application)
- Resume for each owner
- Sample of business identification (ex. Business card & letterhead)
- Statement of inapplicability (downloaded from application)

**B. The following documents are required for SBE Certifications:**

- Articles of Incorporation and any later amendments
- Operating Agreement
- Copy of signatory card for each business bank account or business banking resolution identifying the authorized signatories for each account
- Complete copy of business federal tax returns (last 3 years)
- Lease Agreement (or deed if property is owned by the business or business owner) for the location from which the business is operated
- Complete copy of Personal Income Tax Returns for each owner of the business and each owner's spouse. (last 3 years)
- Proof of U.S. citizenship or Naturalized Citizenship for all shareholders
- Proof of initial investment to acquire ownership interest
- Application Affidavit (downloaded from application)
- Separate Personal Financial Statement for each owner and for each owner's spouse (downloaded from application)

- Resume for each owner
- Sample of business identification
- Statement of inapplicability (downloaded from application)
- Most recent tax return for any other business in which owner of applicant firm has ownership interest
- Most recent tax return for any business in which spouse of owner of applicant firm has an interest

**C. The following documents are required for SLBE/ELBE Certifications:**

- Articles of Incorporation and any later amendments
- By-Laws and any later amendments
- Copy of signatory card for each business bank account or business banking resolution identifying the authorized signatories for each account
- Complete copy of business federal tax returns (last 3 years)
- Lease Agreement (or deed if property is owned by the business or business owner) for the location from which the business is operated
- Complete copy of Personal Income Tax Returns (last 3 years)
- Proof of U.S. citizenship or Naturalized Citizenship for all shareholders
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- By-Laws and any later amendments
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- Complete copy of personal Income Tax Returns for each owner of the business and each owner's spouse. (last 3 years)
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- Resume for each owner
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- Most recent tax return for any business in which spouse of owner of applicant firm has an interest

**C. The following documents are required for SLBE/ELBE Certifications**

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- By-Laws and any later amendments
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