

**N.C. DEPARTMENT OF ADMINISTRATION**  
**OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES**

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Statewide Uniform Certification Program

**DOCUMENTATION REQUIRED**

Based upon your company business structure (i.e. sole proprietorship, corporation), you are required to submit the following documentation to the HUB Office within 30 days of your application. Your packet will be reviewed by a Certification Specialist once you have submitted all of the required documents. **Failure to submit the required documents within the specified time will result in an administrative withdrawal.**

<input checked="" type="checkbox"/>	<b>All Applicants are required to submit the following documents:</b>
<input type="checkbox"/>	Statewide Uniform Certification Application ( <b>pdf</b> )
<input type="checkbox"/>	Work experience resumes for all owners. Include places of ownership/employment with corresponding dates
<input type="checkbox"/>	Proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)
<input type="checkbox"/>	Proof of Ethnicity (Passport, Green Card, Birth Certificate) If none of these documents prove ethnicity, complete and submit the Ethnicity Affidavit ( <b>pdf</b> )
<input type="checkbox"/>	Copies of Professional Licenses, if required
<input type="checkbox"/>	Schedule of Salaries paid to all officers, managers, owners, or directors of the firm
<input type="checkbox"/>	Copies of signed leases for office and storage space
<input type="checkbox"/>	List of equipment (leased or owned) along with signed lease agreements, titles/proof of ownership of equipment needed to operate your business
<input type="checkbox"/>	Documented proof of contributions used to acquire ownership for each owner
<input type="checkbox"/>	Statement prepared and signed by your banking institution listing names of all persons who have signature authority on your business account
<input type="checkbox"/>	Two letters of reference (include contact information, nature and duration of relationship)
<input type="checkbox"/>	Home state certification for out of state businesses, if applicable
<input type="checkbox"/>	Proof of disability, if applicable
	<b><i>Corporations must provide the following <u>additional</u> information:</i></b>
<input type="checkbox"/>	Official Articles of Incorporation (signed by State Official)
<input type="checkbox"/>	Both sides of all Corporate Certificates and Stock
<input type="checkbox"/>	Transfer Ledger
<input type="checkbox"/>	Assumed Name Certificate
<input type="checkbox"/>	Shareholders Agreement
<input type="checkbox"/>	Minutes of 1st and most recent stockholder and Board of Directors Meetings
<input type="checkbox"/>	Corporate bylaws and any amendments
	<b><i>Limited Liability Companies, including PLLC must also provide:</i></b>
<input type="checkbox"/>	Articles of Organization (LLC)
<input type="checkbox"/>	Operating Agreement (LLC)
	<b><i>Partnerships, including LLP must also provide:</i></b>
<input type="checkbox"/>	Partnership Agreement
	<b><i>Franchises must also provide:</i></b>
<input type="checkbox"/>	Franchise Agreement