

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

1336 Mail Service Center, Raleigh, NC 27699-1336 • (919) 807-2330 • Fax (919)-807-2335

Website: www.doa.nc.gov/hub • Email Address: huboffice.doa@doa.nc.gov

RECERTIFICATION 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 request for recertification. 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"/>	All Applicants are required to submit the following documents:
<input type="checkbox"/>	New Statewide Uniform Certification Application (pdf)
<input type="checkbox"/>	Updated Copy of Proof of citizenship or Permanent Residence (Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)
<input type="checkbox"/>	Updated Copies of Professional Licenses, if required
<input type="checkbox"/>	Updated Schedule of Salaries paid to all officers, managers, owners, or directors of the firm
<input type="checkbox"/>	Updated statement prepared and signed by your banking institution listing names of all persons who have signature authority on your business account
<input type="checkbox"/>	Updated Home state certification for out of state businesses, if applicable
	<i>Corporations must provide the following <u>additional</u> information:</i>
<input type="checkbox"/>	Minutes of most recent stockholder and Board of Directors Meetings
<input type="checkbox"/>	Any Amendments to Corporate bylaws
	<i>Limited Liability Companies, including PLLC must also provide:</i>
<input type="checkbox"/>	Any Amendments to Operating Agreement (LLC)
	<i>Partnerships, including LLP must also provide:</i>
<input type="checkbox"/>	Any Amendments to Partnership Agreement
	<i>Franchises must also provide:</i>
<input type="checkbox"/>	Any Amendments to Franchise Agreement