



# Supplier Clearinghouse

## Document List

What documents are required for certification?

### REQUIRED FOR RECIPROCAL APPLICATIONS:

- **Copy of comparable agency certificate(s)**
  - National Minority Supplier Development (NMSDC) for MBE applicants
  - Women's Business Enterprise National Council (WBENC) for WBE applicants
  - National LGBT Chamber of Commerce (NGLCC) for LGBTBE applicants
  - Disability:IN for PDBE applicants

### REQUIRED FOR ALL APPLICATIONS:

- Supplier Clearinghouse Participation Agreement & Affidavit
- Federal Tax Returns

### REQUIRED FOR MBE APPLICANTS:

- **Proof of qualifying owner(s)' ethnicity/minority status**

For applicants other than Native Americans, furnish

  - copy of certified birth certificate from applicable county, state, or federal registrar; or,
  - one declaration from a recognized minority community organization; or,
  - copy of parents' or grandparents' birth certificates.

For Native American applicants, furnish:

  - copy of tribal enrollment card; or,
  - letter of Tribal Chairman; or,
  - letter from BIA if reservation is terminated.
- **Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status**
  - copy of certified birth certificate from applicable county, state or federal registrar; or,
  - copy of U.S. passport; or (c) copy of voter's registration card; or,
  - copy of U.S. military record (Form DD214); or;
  - copy of front and back of INS permanent resident visa card; or,
  - INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.



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### REQUIRED FOR WBE APPLICANTS:

- **Proof of qualifying owner(s)' gender**
  - copy of certified birth certificate from applicable county, state or federal registrar; or
  - copy of U.S. driver's license; or,
  - copy of U.S. passport.
  
- **Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status**
  - copy of certified birth certificate from applicable county, state or federal registrar; or,
  - copy of U.S. passport; or (c) copy of voter's registration card; or,
  - copy of U.S. military record (Form DD214); or;
  - copy of front and back of INS permanent resident visa card; or,
  - INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.



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### REQUIRED FOR LGBTBE APPLICANTS:

- **Proof of qualifying owner(s)' LGBT status**
  - Copy of valid, municipal or state license/certificate of marriage, civil union, or domestic partnership; or,
  - Proof of domestic partnership health insurance utilization; or,
  - Copy of petition for same-sex partner hospital visitation rights; or,
  - Evidence of completed or attempted parenting or family building efforts with same-sex partners including surrogacy, adoption, or in-vitro fertilization procedures; or,
  - Joint living arrangement paperwork naming same-sex partner and reference to same-sex partner status must be made in the document. Examples of acceptable documents include: property, deeds/titles, lease or rental agreement, insurance (auto, health, home, etc.), phone/utility bills, wills, retirement plans, loans, lines of credit, investment holdings, etc.; or,
  - One letter from the NGLCC affiliate chamber leader attesting to LGBT status of each business owner; or,
  - Three letters of reference from personal contacts on their company letterhead or stationery who: have known owner for over one year; and can vouch/attest to LGBT status; or,
  - One letter from a recognized LGBT organization attesting to LGBT status and signed by the organization leader or board member; or,
  - Physician carry letter evidencing gender reassignment or related medical procedures (for transgender applicants); or,
  - Proof of media coverage, including publications, newspapers, or articles, explicitly stating LGBT status of owner(s); or,
  - Physician or attorney letter establishing LGBT status of owner(s); or,
  - Certificates, awards, recognition of owners as outstanding members of LGBT community; or,
  - Legal petition for name/gender change (for transgender applicants).
  
- **Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status**
  - copy of certified birth certificate from applicable county, state or federal registrar; or,
  - copy of U.S. passport; or (c) copy of voter's registration card; or,
  - copy of U.S. military record (Form DD214); or;
  - copy of front and back of INS permanent resident visa card; or,
  - INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.



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### REQUIRED FOR PDBE APPLICANTS:

- **Proof of qualifying owner(s)' disability status**
  - Documentation from a licensed, registered, or state or private certified vocational rehabilitation specialist affirming that the applicant/person is a person with a disability; or,
  - Documentation from a federal or state agency (including the District of Columbia or a U.S. territory) that issues or provides disability benefits confirming the owner has a disability; or,
  - Documentation from a licensed medical professional (*e.g.*, a physician or other medical professional duly certified to practice medicine by a state, the District of Columbia, or a U.S. Territory) confirming the owner has a disability An Individualized Education Program (IEP) for an owner who has a learning disability; or,
  - A letter/written signed statement from a leader of the Disability Chamber of Commerce or an affiliate chamber confirming to the disability status of the owner; or,
  - Three letters of reference from personal contacts who: (a) have known the owner for over one year and (b) can attest, in a signed statement, to the owner's disability status; or,
  - A letter/written signed statement by a leader or board member from a disability advocacy organization attesting to the owner's disability status; or,
  - Proof of media coverage, including publications, newspapers, or articles, explicitly stating the disability status of the owner; or,
  - A letter/written signed statement from a physician or attorney establishing the disability status of the owner; or,
  - Certificates, awards, recognition of the owner as outstanding members of the disability community; or,
  - Documentation of participation in a program by owner that provides benefits based on disability.
  
- **Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status**
  - copy of certified birth certificate from applicable county, state or federal registrar; or,
  - copy of U.S. passport; or (c) copy of voter's registration card; or,
  - copy of U.S. military record (Form DD214); or,
  - copy of front and back of INS permanent resident visa card; or,
  - INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.

Additional documents required depending on application type or business structure.