

SPECIALIZED RECERTIFICATION AFFIDAVIT INSTRUCTIONS

Your company's certification as a Minority Business Enterprise/or Woman Business Enterprise with the Bureau of Minority and Women Business Opportunities will expire shortly. To apply for recertification, you must submit the enclosed Recertification Affidavit before _____. It is imperative that the affidavit and materials listed be are returned in a timely manner to BMWBO, North Office Building, 401 North Street, Room 611, Harrisburg, PA 17120-0500.

Please submit the following information:

- Signed & notarized affidavit
- Copy of the current PA UCP, MSDC or WBENC certification & approval letter
- Copy of the 941 federal tax forms filed in the two most recent quarters of the current fiscal year.
- Business/corporate federal tax returns for two most recent available years

Enclosed with your affidavit is a copy of the Commonwealth's Statements of Policy. Please review carefully.

Failure to return the completed affidavit along with the required information will indicate to the Commonwealth 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 Certification Division at (717) 783-2046.

We look forward to assisting you in doing business with the Commonwealth of Pennsylvania.