

**RECERTIFICATION AFFIDAVIT  
FOR MINORITY/WOMAN BUSINESS ENTERPRISE**

I, \_\_\_\_\_, (business owner) do solemnly swear that there has not been a change in the operational control, management control, ownership of my firm, or in any of the required documentation submitted to the Department since my last certification approval by the Bureau of Minority and Women Business Opportunities (BMWBO), except those changes I have reported to BMWBO and those documents I have enclosed with this affidavit. Further, the business known as \_\_\_\_\_ is a Minority and/or Women Business Enterprise as provided by law.

PA State Vendor Registration/SAP #: \_\_\_\_\_

(This number is mandatory for certification. To register as a vendor go to [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). For questions concerning the vendor registration process call 1-877-435-7363. Please note that the vendor registration process will require the company to submit a completed W-9 form. Please note that this number is not your certification number.)

The gross receipts of my firm and affiliates during the last two years are:

(A) Year Ending \_\_\_\_\_ Gross Receipts \_\_\_\_\_

(B) Year Ending \_\_\_\_\_ Gross Receipts \_\_\_\_\_

The number of people employed by my firm and affiliates is:

Full-time \_\_\_\_\_; part-time \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

Signature of the Owner

Date

Name:

Title:

Company Address:

Phone:

Owner's E-mail address:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me appeared (owner) \_\_\_\_\_ to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (firm) \_\_\_\_\_ to execute the affidavit and did so as a free act and deed.

(SEAL)

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## 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 applicable materials listed below are returned in a timely manner to the Bureau of Minority & Women Business Opportunities, North Office Building, 401 North Street, Room 611, Harrisburg, PA 17120-0500.

### **Please submit the following information:**

- Signed & notarized affidavit
- Business/corporate federal tax returns for two most recent years
- W-2 and/or 1099 for two most recent years (only for owners, officers, and managers/supervisors)
- Copy of the 941 federal tax forms filed in the two most recent quarters of the current fiscal year.
- Current licenses (only those required by the State)
- Current home state certification, if out-of-state
- Verification of any major changes since last certification

**Please also submit the following documents IF THEY HAVE CHANGED since your last certification or recertification. If there are no changes, please indicate such in a cover letter.**

- Certificates of training
- Updated, chronological resumes
- Three invoices (only needed if requesting additional codes or goods/services have changed)
- All corporate or partnership documents that have changed (i.e., stock ledger, minutes of most recent meeting where elections were held, etc.)
- Banking resolution ("signature card")
- Manufacturers agreements
- Lease or deed

Please note that the Commonwealth's Statements of Policy oversee the certification process and criteria. They can be found at [www.dgs.state.pa.us](http://www.dgs.state.pa.us).

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.