



ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
BUSINESS ENTERPRISE PROGRAM AND VETERAN BUSINESS PROGRAM  
CERTIFICATION CHECKLIST

**I. Each applicant business is required to submit:**

- BEP/VBP application affidavit signed by an authorized officer of the firm and notarized
- Real estate agreement(s), lease(s), property deed(s), or tax bill(s), including for home-based businesses and any warehouse rental(s)
- Current license(s) (local, county, and state business license(s), permit(s), and professional license(s) (e.g., contractor, architect, or engineer's registration as required by law))
- MBE/DBE/WBE/PBE or SBA 8(a) certification(s) or denial(s) or statement of none (if applicable)
- Evidence of citizenship/residency/legal permanency for all owners
- Evidence of ethnicity (Per 49 CFR Part 23) for all owners
- Resumes of work history including **dates and responsibilities** for all owners, officers, management employees, and supervisors/foremen
- Title(s) of automotive equipment for all vehicles used for business purposes or leased through the business (if applicable)
- Equipment lease agreement(s) and/or inventory of equipment, including firm office equipment
- Bank signature cards and, for corporations, bank resolutions
- Proof of contribution(s) by all owners to acquire stock in firm or start-up capital (e.g., cancelled checks, signed loan agreements, bank statements, promissory notes)
- Proof of purchase and or signed buy-out agreement(s)
- Most recent** financial statement(s) including balance sheet (assets and liabilities)
- Most recent** U.S. Federal Corporate and/or LLC Partnership Income Tax Return for firm and **all affiliates** (including all attachments and schedules)
- Most recent** U.S. Individual Federal Income Tax Returns for all owners (including all attachments and schedules)
- Copies of W-2 forms or 1099s for **past (3) years** for all owners and officers
- Copies of all **signed** loan agreements and line of credit agreements (if applicable)
- Cover page, executed signature page, and scope(s) of work for the past (3) completed projects/contracts, purchase orders, and/or invoices

**For the following sections submit the appropriate documents if you are applying for certification as a person with a disability and/or a veteran.**

**II. PERSONS WITH DISABILITIES BUSINESS ENTERPRISE:**

- PBE Addendum (only for those individuals claiming a disability)

**III. VETERAN BUSINESS PROGRAM:**

- DD-214 (only for those individuals seeking Veteran Business Program certification)



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**For the following sections, submit the appropriate documents based on your business structure**

**IV. CORPORATIONS must also include:**

- Articles of Incorporation (front & back pages) (note: firm must be in good standing)
- By-Laws of Corporation
- Copies of **all stock certificates**, issued and cancelled (front and back) and stock ledger
- Minutes of **first** stockholders' meeting and/or corporation's organizing minutes
- Minutes of **first** Board of Directors' meeting
- Most recent** minutes of stockholders' meeting where the current board members were appointed
- Most recent** minutes of Board of Directors' meeting where the current officers were appointed
- For firms not incorporated in Illinois, contact the Secretary of State office for authorization to transact business in Illinois at [www.cyberdriveillinois.com/services/home.html](http://www.cyberdriveillinois.com/services/home.html)

**V. LIMITED LIABILITY COMPANIES (LLCs) must also include:**

- Articles of Organization (front & back pages)
- Operating Agreement

**VI. SOLE PROPRIETORSHIPS must also include:**

- Assumed Name Certification

**VII. PARTNERSHIPS must also include these documents:**

- Partnership Agreement
- Assumed Name Certification or Certificate of Limited Partnership

**Please note: applicant may be asked to supply other documentation including the prior year's income tax information, if necessary.**

To apply, create an account and complete the online application through the BEP Certification Portal:

<https://cms.diversitycompliance.com/>

**Need Help?**

Irma Lopez, BEP Outreach Manager, at 312-814-7012 or email at [CMS.BEP.Outreach@Illinois.gov](mailto:CMS.BEP.Outreach@Illinois.gov)

BEP Front Desk at 312-814-4190 or 1-800-356-9206 or email us at [BEP.CMS@Illinois.gov](mailto:BEP.CMS@Illinois.gov)