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)
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

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
BEP Front Desk at 312-814-4190 or 1-800-356-9206 or email us at BEP.CMS@Illinois.gov