

Vendor Registration: Edit Form**Help & Tools** 

Complete the form below. Fields marked with a red asterisk are required and must be answered to submit this form.

Having trouble with this form? See the [State of Illinois Vendor Registration FAQ's](#).

* required entry

Vendor Registration	
Form Name	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois
Description	Complete section D and E, in order to submit this form.
Selection	This form has been identified as <u>applicable</u> to this Vendor Registration (clear selection)

D. Department of Human Rights (DHR) - Instructions

If the vendor employed fifteen or more full-time employees at any time during the past year, it should have a current Illinois Department of Human Rights (IDHR) Public Contract Number. Vendor should provide the total number of employees and then select the appropriate box that pertains to the business. If the vendor is required to register with IDHR, the vendor should enter the Public Contract Number and Expiration Date.

If the vendor does not have an IDHR Public Contract Number, the Vendor may obtain an application form by:

- Telephone: Call the IDHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, Central Time. (TDD (312) 263-1579).
- Internet: You may download the form from the Department of Human Rights' website
- Mail: Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601.

D. Department of Human Rights (DHR)

1. Highest number of employees (including full and part time employees) at any time during the past year *	<input type="text"/>
2. Select the DHR status of your business *	<p><input type="radio"/> My business had 15 or more employee at any time within the past year. Enter Illinois DHR Public Contract Number and Expiration Date: <input type="text"/></p> <p><input type="radio"/> My business is not required to have a DHR Number because all of our employees are wholly outside of the US.</p> <p><input type="radio"/> My business is not required to have a DHR Number because we had fewer than 15 employees at all times within the past year.</p>

E. Authorized to do Business in Illinois - Instructions

A person, other than an individual acting as a sole proprietor, must be a duly constituted legal entity and authorized to do business in Illinois prior to submitting an offer. Vendor should select the option that represents their business. If selection requests additional information, vendor should provide the explanation or upload the document with their explanation.

For information on registering to conduct business in Illinois, please contact the Illinois Secretary of State's Department of Business Services or your home county clerk.

Secretary of State - Department of Business Services

For certified copies and copy requests for corporations, please call 217-782-6875.

For certified copies and copy requests for LLCs, LPs and LLPs, please call 217-524-8008.

E. Authorized to do Business in Illinois

1. Is your business registered and authorized to do business in Illinois?

*

- Yes, registered and in good standing with the Illinois Secretary of State
- No, not required to register - Sole Proprietor or General Partnership
- No, not required to register - Other

Provide legal explanation that demonstrates why your business is not required to register with Secretary of State, but is still authorized to do business in Illinois. If you prefer to attach a document providing your explanation type 'Document Attached' below and attach your document.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Document of Explanation	Document is Optional - Explain legal basis for exception under the Business Corporations Act.		NOT attached

Spell Check

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