



Women-Owned Small Business (WOSB) Certification Document Checklist

For qualifying individual(s) including all women claiming 51% ownership

The documents below may be requested as part of your certification process. This checklist may not detail every document necessary to complete your certification, but will help you prepare for the process.

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| <input type="checkbox"/> Active registration in the System for Award Management for the firm <i>Note: The firm's DUNS number and EIN, and MPIN must exactly match SAM registration</i> | <input type="checkbox"/> Proof of U.S. citizenship (i.e., birth certificate, naturalization paper, or unexpired passport) |
| <input type="checkbox"/> Resume (optional) | <input type="checkbox"/> Limited Liability Company (LLC) documentation |
| <input type="checkbox"/> Joint Venture agreements if applicable | <input type="checkbox"/> Operating Agreement and any amendments |
| <input type="checkbox"/> Articles of Incorporation | <input type="checkbox"/> Articles of Organization and any amendments |
| <input type="checkbox"/> Copies of stock certificates (front and back) | <input type="checkbox"/> Partnership Agreement and any amendments |
| <input type="checkbox"/> Stock Ledger | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Corporate Bylaws and any amendments | <input type="checkbox"/> DBA (Doing Business As) or Trade Name Certificate |

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