#### N.C. DEPARTMENT OF ADMINISTRATION

OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES

1336 Mail Service Center, Raleigh, NC 27699-1336 • (919) 807-2330 • Fax (919)-807-2335

Website: www.doa.nc.gov/hub • Email Address: huboffice.doa@doa.nc.gov



provide the required documents.

Statewide Uniform Certification Program

# **Statewide Re-Certification Application**

Thank you for your interest in becoming Re-certified as a HUB firm with the State of North Carolina under the Statewide Uniform Certification Program (SWUC). Per N.C. General Statute 143-128.4.

# To be HUB Re-Certified, you must continue to meet the following:

1. The business must be at least 51% owned, controlled and managed by one or more citizens or lawful permanent residents of the United States who are members of one or more of the following groups: (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled and (7) Disadvantaged

The Office for Historically Underutilized Businesses will request updated or changed documentation based on your business structure to determine your eligibility for certification as a historically underutilized business. All applicants are required to submit this application as part of the required documentation.

**To initiate HUB Re-Certification or HUB Update:** (1) Login to your current vendor profile in the Vendor Link system, (2) Select *Update HUB Information* and (3) Click on *Add/Modify HUB Information*. Applicants for Re-Certification must complete a new SWUC Re-Certification Application and submit it with the required documents.

# **Section 1. General Information**

Name of Firm			
Contact Name	Title		
Business Phone #	Cell Phone # Fax #		
Website	Email Address		
Addresses			
Physical (no post office boxes)	Mailing (only if different from physical address)		
County			

# Section 2. Affidavit – Required Documents

as firm continued to meet the required qualifications for HUB certification as stated in N.C. General Statute 43-128.4 to qualify as a historically underutilized business? YESNO
If YES, proceed with Section-3 of Application on page #2 "RE-CERTIFCATION REQUEST FOR DOCUMENTS" and provide the required documents.
If, NO, proceed with Section-4 of Application on page #3 "CHANGES TO OWNERSHIP, MANAGEMENT CONTROL, CITIZENSHIP OR ETHNICITY ELIGIBILITY REQUEST FOR OUTSTANDING DOCUMENTS" and

### SECTION – 3. RE-CERTIFCATION REQUEST FOR DOCUMENTS

# Please submit the information requested below (all firms):

- 1. New Statewide Re-Certification Application
- 2. Updated copy of Proof of Citizenship or Permanent Residence (Passport, Voter's Registration Card, Green Card, Military-ID, or Drivers License)
- 3. Updated copies of Professional Licenses, if required
- 4. Updated Home State Certification, if not a NC firm

### \*If your business structure has been updated or changed please provide the following documents:

#### For Corporations:

Minutes of most recent stockholder and board of directors meetings Any amendments to corporate bylaws

#### LLC or PLLC:

Any amendments to operating agreement

# Partnerships, including LLP:

Any amendments to partnership agreement

Any material misrepresentation will be grounds for denial or revocation of HUB Certification and/or all other action permitted under Federal and State laws concerning false and/or fraudulent statements.

\*There have been no changes to the status of ownership, day-to-day management, control, citizenship or ethnicity eligibility of the business since our most recent certification or latest Annual Status Update Affidavit.

Signature of Owner(s)

Title

Date

Signature of Owner(3)	THE	Dute	
Signature of Owner(s)	Title	 Date	
NOTARY CERTIFICATE STATE OF		<del>-</del>	
Subscribed and sworn to before me the _		, 20	
Signature of Notary Public		 _	_
County of Residence			
Date Commission Expires		 NOTAR SEAL	

# SECTION – 4 "CHANGES TO OWNERSHIP, MANAGEMENT CONTROL, CITIZENSHIP OR ETHNICITY ELIGIBILITY REQUEST FOR OUTSTANDING DOCUMENTS"

#### Please review the list below and submit the information requested:

- 1. New Statewide Certification Application to include new owners
- 2. Work experience Resume for all new owners
- 3. Copy of Proof of Citizenship or Permanent Residence (Passport, Voter's Registration Card, Green Card, Military-ID, or Drivers License)
- 4. Copies of Professional Licenses, if required
- 5. Schedule of salaries paid to all officers, managers, owners, or directors of the firm
- 6. Home State Certification, if not a NC firm
- 7. Proof of contributions to acquire ownership of all owners

#### \*If your business structure has been updated or changed please provide the following documents:

#### For Corporations:

Minutes of most recent stockholder and board of directors meetings Amy amendments to corporate bylaws

# **LLC or PLLC:**

Any amendments to operating agreement

#### Partnerships, including LLP:

Any amendments to partnership agreement

Any material misrepresentation will be grounds for denial or revocation of HUB Certification and/or all other action permitted under Federal and State laws concerning false and/or fraudulent statements.

\*<u>There have been changes</u> to the status of ownership, day-to-day management, control, citizenship or ethnicity eligibility of the business since our most recent certification or latest Annual Status Update Affidavit.

(To indicate changes, login to Vendor Link NC: <a href="https://www.ips.state.nc.us/ips/vendor/vndpubmain.asp">https://www.ips.state.nc.us/ips/vendor/vndpubmain.asp</a>. Select "Change Vendor Information," to access the login screen. Enter your User ID and Password (if you are unable to remember your User ID and password, please call 919-807-4502 for assistance). Once you have logged in, select "Add/Modify HUB Information" to provide the necessary information.)

Signature of Owner(s)	Title		Date	_
Signature of Owner(s)	Title		Date	_
NOTARY CERTIFICATE STATE OF				
COUNTY OF				
Subscribed and sworn to before me	the	day of	, 20	
Signature of Notary Public			_	
County of Residence				/ NOTARY
Date Commission Expires				SEAL