

**N.C. DEPARTMENT OF ADMINISTRATION**  
**OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES**  
 1336 Mail Service Center, Raleigh, NC 27699-1336 ▪ (984) 236-0130 ▪ Fax (919)-807-2335  
 Website: [www.doa.nc.gov/hub](http://www.doa.nc.gov/hub) ▪ Email Address: [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)



Statewide Uniform Certification Program

**Statewide Re-Certification Process**

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 require updated or changed documentation, via the new [electronic Vendor Portal \(eVP\)](#), based on your business structure to determine your eligibility for re-certification as a historically underutilized business. All applicants are required to submit this application as part of the required documentation in the new [electronic Vendor Portal \(eVP\)](#) system.

- To initiate HUB Re-Certification or HUB Update:** (1) Login to your current vendor profile in [eVP](#), (2) update company information that has changed, (3) initiate the “Recertify” option for HUB Certification, and (4) upload the required documents in eVP.

**Section 1. General Information**

**\*\* Please ensure the information listed below is the same as your business information in eVP \*\***

Name of Firm	Federal Employer ID Number (FEIN) -or- eVP vendor#:
Contact Name	Title
Business Phone #	Cell Phone #
Owner(s)	Email Address
Address(es) (Physical cannot use post office boxes)	

**Section 2. Affidavit – Required Documents and NCSBE Recertification**

**Has the firm continued to meet the required qualifications for HUB certification as stated in N.C. General Statute 143-128.4 to qualify as a historically underutilized business?**

- If YES, check this box.** Review Section-3 for the “RE-CERTIFICATION REQUEST FOR DOCUMENTS” for the list of required documents.
- If there have been changes to ownership, check this box.** Review Section 4 regarding Ownership and related changes for the list of required documents  
**Certification.**  
**Ensure that all updates have been made and required documents uploaded in the eVP system.**

**SECTION – 3. RE-CERTIFICATION REQUEST FOR DOCUMENTS**  
**(This information is for guidance to assist in the process; all updates and documentation are to be entered into the eVP system.)**

**Enter all updates for company information in the eVP system.**

**Please upload the information requested below (all firms):**

1. Updated copy of Proof of Citizenship or Permanent Residence (Passport, Voter’s Registration Card, Green Card, Military-ID, or Driver’s License)
2. Updated copies of Professional Licenses, if required
3. Updated Home State Certification, if not a NC firm
4. Updated Schedule of Salaries paid to all officers, managers, owners or directors of the firm.
5. Updated statement prepared by your bank listing signature authority.

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

**For Corporations:**

Minutes of most recent stockholder and board of director’s 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(s) Title Date

NOTARY CERTIFICATE STATE OF \_\_\_\_\_

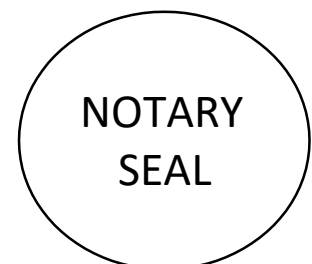
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_

Date Commission Expires \_\_\_\_\_



**SECTION – 4 “CHANGES TO OWNERSHIP, MANAGEMENT CONTROL, CITIZENSHIP OR ETHNICITY ELIGIBILITY REQUEST FOR OUTSTANDING DOCUMENTS”**

Please review the list below and upload the information requested:

- 1. New owners and associated information
- 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 Driver’s 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.
- 8. Updated Statement listing signature authority.

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

**For Corporations:**

Any amendments to corporate bylaws  
Minutes of most recent stockholder and board of director’s meetings

**LLC or PLLC:**

Any amendments to operating agreement

**Partnerships, including LLP:**

Any amendments to partnership agreement

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\_\_\_\_\_  
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 \_\_\_\_\_  
Date Commission Expires \_\_\_\_\_

