

### SWaM Certification Supporting Documents

The SWaM certification has multiple designations under the SWaM certification umbrella. The list of supporting documents that are required for your application is **based on your responses on your application** and the designations that you select.

I. **If you select the Small, Micro, Women and Minority designations**

- A. A. Proof of identification - DMV License
- B. Proof of U.S. citizenship or Permanent Residency of the business owner(s) in the form of:
  - EITHER: U.S. Passport or Birth Certificate, Permanent Resident Card, or Certificate of Naturalization
- C. Documented proof of contributions used to acquire ownership showing that the owner paid for the value of his/her interest in the business or in some way invested personal funds into the business to get it started.
  - What we're looking for is proof that you used your own personal funds to start your business.
  - Acceptable proof includes both sides of cancelled checks or receipts.
  - If unavailable and the firm is more than five (5) years old, a signed statement or letter of explanation describing the personal investment may be acceptable.
- D. Resume of owner(s) and officer(s). Resumes must be detailed, in chronological order and include places of ownership/employment with corresponding dates. Make sure your business is listed on your resume.
- E. Copies of professional licenses and permits, including all licenses and permits held by the business, its owner(s), and officer(s) of the business in the areas of work in which the business is seeking certification.
  - This refers to (1) State licenses for business regulated in Virginia by DPOR or other regulating agencies and/or (2) Local county business licenses and permits.
  - All licenses and permits **MUST BE SCANNED TOGETHER AS ONE DOCUMENT.**
- F. Business Tax Returns: ONLY if your business has gross revenue.

If the business has revenue and has filed business tax returns, a complete copy of the Federal business tax return from the most recent year and 1st page of previous two years of the firm applying for certification and its affiliate(s). **EACH YEAR SCANNED SEPARATELY.**

Sole proprietorships and single-member LLCs that file Schedule C must send a complete copy of the Federal personal tax return from the most recent year and the first page of the Form 1040 and Schedule C for the previous two years. **EACH YEAR SCANNED SEPARATELY.**

- G. If the business has W-2 employees: First page of the Form 941 (Employer's Quarterly Federal Tax Return) for the most recent four quarters. **EACH 941 QTR SCANNED SEPARATELY**

If the firm has no W-2 employees, enter "0" in the application.

NOTE: As an owner, if you don't pay yourself as a W-2 employee, then you are not an employee of your business.

**II. If you select the Service Disabled Veteran (SDV) designation**

- A. Submit a Letter of eligibility certification from the Department of Veteran Services.

**III. If you select the Employment Service Organization (ESO) designation**

- A. Copy of Certification letter or Certificate from Virginia Department for Aging and Rehabilitative Services (DARS)  
B. Copy of Certification letter or Certificate from CARF  
C. Copy of IRS Form 990 of most current year  
D. Copy of Organization By-laws

**IV. If you select the 8(a) designation**

- A. Submit your 8(a) approval letter from the US Small Business Administration.

**V. If you select the Federal Service Disabled Veteran (FSDV) designation**

- A. Submit your FSDV approval letter from the US Department of Veteran Affairs.

**VI. If you select the Economic Disadvantaged Women-owned (EDW) or Women-owned Small Business (WOSB) designations**

- A. Submit your proof of certification from the third-party certifier.

**VII. Based on the legal structure of your business, you will need to submit the following documents:****Additional Required Documents for Corporations**

1. Certificate of Incorporation
2. Articles of Incorporation and any amendments
3. Corporate bylaws and any amendments
4. Minutes from most recent stockholder meetings
5. Minutes from most recent board of directors meetings
6. Both sides of stock certificates
7. Stock ledger

**Additional Required Documents for Limited Liability Company (LLC)**

1. Certificate of Organization/Existence/Formation
  - a. You received this from the State Corporation Commission
2. Articles of Organization and any amendments
  - a. This is the form you filed with the State Corporation Commission to create the LLC
3. Operating Agreement and any amendments
  - a. If you are a single member LLC, then you can write a letter saying that you are single member LLC and don't have an operating agreement.

To obtain a copy of your Articles of Organization or Certificate of Organization from the State Corporation Commission, visit: <https://cis.scc.virginia.gov/>  
Log into your account or scroll down to SEARCH, type in business name, click on ID#, click on Filing History, click on the magnifying glass for the document you wish to view. It will either open or download.

**Additional Required Documents for Sole Proprietorship**

1. Current business license
2. Certificate of Assumed/Fictitious Name from the State Corporation Commission

**Additional Required Documents for Franchises**

1. Franchise Agreement

**Additional Required Documents for Partnerships**

1. Partnership Agreement

**VIII. Additional Required Documents New Businesses**

1. Proof of EIN - letter from the IRS assigning/confirming EIN

NOTE: SBSD reserves the right to request additional supporting documentation or information to provide clarification or substantiation of certain criteria or to resolve any ambiguities or inconsistencies in an application.