



Dear Prospective W/MBE:

Congratulations on taking the first step to becoming a certified Minority/Woman Business Enterprise. As a benefit to our members, SCBCC provides MBE certification. This will allow you to bid on services and contracts with the City of Bridgeport and other municipalities. Your company will be listed as a certified MBE/WBE which is used by prime contractors who are looking for certified MBE/WBE's.

Professional/Sole Proprietor	\$ 75.00
Small Business	\$ 125.00
Medium Business (11 – 100 employees)	\$ 150.00
Corporate (101 + employees)	\$ 250.00

Standard time for completion of certification is 15 business days, to expedite (7 business days or less) there will be an additional charge of \$50.00. In order to insure your certification is completed in a timely manner, please observe the following:

- Companies must be in business for 1 year and filed a tax return.
- No certification will be issued until all documents and fee is received.
- No certification will be issued if you have not filed with the Office of the Secretary of State or a Trade Name certificate from the city.

A list of required documents for certification is included in this packet. If you have any questions please feel free to contact us at (855) 856-1791

**“Bridging the Gap”**



## Application Process

- All members can download a copy of the W/MBE application online or they can request a copy to be mailed by calling (855) 856-1791 this may take 7 to 10 business days.
- All applications must include a money order or check made out to:  
**The Southern Connecticut Black Chamber of Commerce.**
- All documents must be completed in their entirety.  
Please put an "N/A" on any necessary fields.
- All documents must be arranged in the same order as the checklist provided.
- If submitting applications and supporting documents via mail, it is advised that members use a shipping method that allows package tracking, such as US mail, FedEx™, etc.
- Applications can also be scanned or faxed with all supporting documentation, but certification will not be issued without original notarized application and fee.
- SCBCC will confirm receipt of application within 48 hours via email.
- Mail applications to the following address:  
  
**The Southern Connecticut Black Chamber of Commerce**  
**1019 Main Street, Suite 108**  
**Bridgeport, CT 06604.**
- If you need assistance completing your application, please contact the SCBCC at (855) 856-1791

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## W/MBE Checklist

<p><b>Complete and notarized application</b></p> <ul style="list-style-type: none"> <li>• Application must be accompanied with a check or money order made out to: The Southern Connecticut Black Chamber</li> </ul>	
<p><b>Connecticut Sales and Use Tax Permit</b></p>	
<p><b>Federal EIN/Social Security Card for Sole Proprietors</b></p> <ul style="list-style-type: none"> <li>• EIN must be on an official IRS document</li> </ul>	
<p><b>Insurance Policy</b></p> <ul style="list-style-type: none"> <li>• If not applicable or if you purchase on a job to job basis – please include a statement on company letterhead</li> </ul>	
<p><b>Please provide one of the 3 documents listed below:</b></p> <ul style="list-style-type: none"> <li>• Articles of Organization Acceptance Letter</li> <li>• Proof of Timely Filing with the Secretary of State</li> <li>• Trade Name or certificate from municipality</li> </ul>	
<p><b>Occupational License</b></p>	
<p><b>Experience Statement/Summary of Qualifications</b></p> <ul style="list-style-type: none"> <li>• On company letterhead</li> </ul>	
<p><b>Previous years business tax return</b></p> <ul style="list-style-type: none"> <li>• In order to be eligible for certification company must be in business for 1 year and filed a tax return.</li> </ul>	
<p><b>NAICS Form</b></p>	
<p><b>Valid Photo ID:</b></p> <ul style="list-style-type: none"> <li>• Driver’s License</li> <li>• State Issued ID</li> <li>• Passport</li> </ul>	
<p><b>Non – Photo Identification</b></p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Social Security Card</li> <li>• Marriage License</li> </ul>	

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## Women, Minority Certification Application

**Minority Business**

**Woman-Owned Business**

\_\_\_\_\_  
 Firm Name Employer Identification Number/Tax ID

\_\_\_\_\_  
 Company Address Telephone

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Mobil Phone Email

\_\_\_\_\_  
 Contact Person

### Owners, Partners & Officers

\_\_\_\_\_  
**Name** **Address** **Phone**

\_\_\_\_\_  
**Name** **Address** **Phone**

\_\_\_\_\_  
**Name** **Address** **Phone**

#### Type of Company

Sole Proprietorship\_\_\_\_ Partnership\_\_\_\_ Non-Profit\_\_\_\_ LLC\_\_\_\_ Corporation\_\_\_\_

Date of Company's Establishment\_\_\_\_\_

Total Number Employees\_\_\_\_\_

Number of Minority Employees\_\_\_\_\_

Number of Women Employees\_\_\_\_\_

#### Percentage of Ownership

Black\_\_\_\_%Hispanic\_\_\_\_% Native American\_\_\_\_% Asian/Pacific\_\_\_\_% Woman\_\_\_\_%

Authority to enter into contracts Name \_\_\_\_\_

Authority to sign checks Name \_\_\_\_\_

Authority to sign payroll checks Name \_\_\_\_\_

Firm (Name and Address) \_\_\_\_\_ Owner/Partner/Officer Involved \_\_\_\_\_

**REFERENCES:**

Client Name	Phone	Scope of Work	\$ Amount

(Applicants for provisional certifications must supply two customer reference letters)

The undersigned hereby attests to the fact that the foregoing is true and correct and includes all material information necessary to identify and explain the operation of \_\_\_\_\_ As well as the ownership thereof. Further, the undersigned agrees to provide to the Southern Connecticut Black Chamber of Commerce complete and accurate information regarding any changes to the information contained herein. Any material misrepresentation will be grounds for removal from the SCBCC list of certified MBE & WMBE's, the termination of any contracts for physical development activity with any Municipalities, the determination that the contractor is responsible and, as a result, ineligible for future physical development contracts with Municipalities, and the initiation of proceeding under Federal, State and municipal legislation concerning false statements.

\_\_\_\_\_  
Signature

Subscribed and acknowledged before me this

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Commissioner of Superior Court (Notary Public)

\_\_\_\_\_  
Date

My commission expires \_\_\_\_\_

**CERTIFICATION ISSUED BY:**

\_\_\_\_\_  
Joshua Grant, President  
Southern Connecticut Black Chamber of Commerce

\_\_\_\_\_  
Date

## NAICS CODES FOR CONTRACTORS ONLY

- 23 Construction
- 236 Construction of Buildings
- 2361 Residential Building Construction
- 23611 Residential Building Construction
- 236115 New Single-Family Housing Construction (except Operative Builders)
- 236116 New Multifamily Housing Construction (except Operative Builders)
- 236117 New Housing Operative Builders
- 236118 Residential Remodelers
- 2362 Nonresidential Building Construction
- 23621 Industrial Building Construction
- 236210 Industrial Building Construction
- 23622 Commercial and Institutional Building Construction
- 236220 Commercial and Institutional Building Construction
- 237 Heavy and Civil Engineering Construction
- 2371 Utility System Construction
- 23711 Water and Sewer Line and Related Structures Construction
- 237110 Water and Sewer Line and Related Structures Construction
- 23712 Oil and Gas Pipeline and Related Structures Construction
- 237120 Oil and Gas Pipeline and Related Structures Construction
- 23713 Power and Communication Line and Related Structures
- 237130 Power and Communication Line and Related Structures
- 2372 Land Subdivision
- 23721 Land Subdivision
- 237210 Land Subdivision
- 2373 Highway, Street, and Bridge Construction
- 23731 Highway, Street, and Bridge Construction
- 237310 Highway, Street, and Bridge Construction
- 2379 Other Heavy and Civil Engineering Construction
- 23799 Other Heavy and Civil Engineering Construction
- 237990 Other Heavy and Civil Engineering Construction
- 238 Specialty Trade Contractors
- 2381 Foundation, Structure, and Building Exterior Contractors
- 23811 Poured Concrete Foundation and Structure Contractors
- 238110 Poured Concrete Foundation and Structure Contractors
- 23812 Structural Steel and Precast Concrete Contractors
- 238120 Structural Steel and Precast Concrete Contractors
- 23813 Framing Contractors
- 238130 Framing Contractors
- 23814 Masonry Contractors
- 238140 Masonry Contractors
- 23815 Glass and Glazing Contractors
- 238150 Glass and Glazing Contractors
- 23816 Roofing Contractors
- 238160 Roofing Contractors
- 23817 Siding Contractors
- 238170 Siding Contractors
- 23819 Other Foundation, Structure, and Building Exterior Contractors
- 238190 Other Foundation, Structure, and Building Exterior Contractors
- 2382 Building Equipment Contractors
- 23821 Electrical Contractors and Other Wiring Installation Contractors
- 238210 Electrical Contractors and Other Wiring Installation Contractors
- 23822 Plumbing, Heating, and Air-Conditioning Contractors
- 238220 Plumbing, Heating, and Air-Conditioning Contractors
- 23829 Other Building Equipment Contractors
- 238290 Other Building Equipment Contractors
- 2383 Building Finishing Contractors
- 23831 Drywall and Insulation Contractors
- 238310 Drywall and Insulation Contractors
- 23832 Painting and Wall Covering Contractors
- 238320 Painting and Wall Covering Contractors
- 23833 Flooring Contractors
- 238330 Flooring Contractors
- 23834 Tile and Terrazzo Contractors
- 238340 Tile and Terrazzo Contractors
- 23835 Finish Carpentry Contractors
- 238350 Finish Carpentry Contractors
- 23839 Other Building Finishing Contractors
- 238390 Other Building Finishing Contractors
- 2389 Other Specialty Trade Contractors
- 23891 Site Preparation Contractors
- 238910 Site Preparation Contractors
- 23899 All Other Specialty Trade Contractors
- 238990 All Other Specialty Trade Contractors
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