



## APPLICATION FOR RECERTIFICATION

WBE

WOSB

EDWOSB

MBE

VBE

### INSTRUCTIONS

In order to remain a certified Woman Business Enterprise (WBE) of the National Women Business Owners Corporation (NWBOC), annual recertification is required.

Complete the Profile and Affidavit page and send (page 3 of this document) along with a copy of the company's most recently filed tax return (**including all schedules—you must send in complete taxes**), **company bylaws** or **operating agreement**. Also send the recertification fee according to business size:

**\$200 fee if gross sales are under \$2,000,000**

**\$300 fee if gross sales are over \$2,000,000**

*\*Per recertification—\$100 discount for two or more recertifications.*

If changes in your business have occurred, record them on the Affidavit (which is the last page of this document.) The following information is required:

- If any changes in company structure (i.e. corporation, limited liability corporation, etc.), ownership and/or control, officer/directors or other changes (i.e. name, address, etc.) have occurred during the past year, please submit the legal documentation to support the changes.
- Documentation should include minutes, tax return, purchase agreements and stock certificates.
- If commodity or service has changed, please change the appropriate codes on this paperwork.
- If ownership changes have occurred, a new application may be necessary.

**Remember to sign and date the Affidavit. Recertification is not automatic.**

**It is vital that you send in the recertification materials prior to your expiration date.** It is your responsibility to comply with requests for information and submit documentation in a prompt manner. It is not the responsibility of NWBOC to send multiple reminder notices of recertification dates. If recertification is not received within thirty (30) days of the renewal date, the company will be removed from the active certified WBE list. A reinstatement fee of \$100 will be imposed for recertifications received after the certification expiration date. In addition, a new application and/or additional materials may also be required.

Please return this recertification application, copy of latest tax return, any necessary documents, and payment of your renewal fee to the address below. If you have any questions, please call 800-794-6140.

### MAIL TO:

1400 Terradyne Drive, Suite 309  
Andover, Kansas 67002-9211



## PROFILE FOR RECERTIFICATION

We must maintain accurate contact information. Please fill out the information below, making sure we have your accurate email, NAICS codes, and business description.

Owner's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

(Please put N/A if not applicable to either web or e-mail)

NAICS Codes: (Code listings can be found at [www.census.gov](http://www.census.gov))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Description:

We publish success stories in our monthly e-newsletters. Do you have a business success story you'd like to share with us?

Yes                  No

If yes, we will contact you directly.



## RENEWAL FORM AND AFFIDAVIT

I have completed the application for recertification by the National Women Business Owners Corporation and hereby certify that the information contained herein is true and accurate to the best of my knowledge.

I understand that certification can be terminated in accordance with the NWBOC Standards and Procedures. Termination may be based upon, but not necessarily limited to, the following:

- Cessation of business operations
- A finding by representatives of NWBOC or its certification committee that false information was knowingly supplied in preparing the application
- Withholding notice from or failure to provide timely notice to NWBOC of the transfer or loss of ownership and/or control of the business by the woman or women
- Failure or refusal to allow NWBOC representatives access to and the right to inspect the applicant's place of business
- The sale, exchange, or transfer of ownership of the women business concern, if such transaction results in a loss of control or ownership of the business by a woman or women

I further attest that the company in whose name recertification is requested continues to be woman/women owned and controlled.

Please check only one:

I hereby certify that no changes have taken place in the woman/women ownership or control of my company since last certified or re-certified.

I hereby attest that changes have taken place in the woman/women ownership and/or control of my company since last certified or re-certified. The required documentation is enclosed.

\_\_\_\_\_  
Signature  
(Chair, CEO, or President)

\_\_\_\_\_  
Company Name  
(Please print)

\_\_\_\_\_  
Principal Name & Title  
(Please print)

\_\_\_\_\_  
Date

**Note: If business is a partnership, all partners must sign.**

Please complete this recertification paperwork in its entirety and forward along with payment and a copy of current certification. Failure to complete and return this affidavit will result in the termination of your certified status with NWBOC.