

**N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES**

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

RECERTIFICATION DOCUMENTATION REQUIRED

Based upon your company business structure (i.e. sole proprietorship, corporation), you are required to submit the following documentation to the HUB Office within 30 days of your request for rectification. **Failure to submit the required documents within the specified time will result in an administrative withdrawal.**

<input checked="" type="checkbox"/>	All Applicants are required to submit items 1-4:
<input type="checkbox"/>	1. Statewide Uniform Certification Application for Recertification. Application must be notarized.
<input type="checkbox"/>	2. Updated Current Copy of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License all must be up to date)
<input type="checkbox"/>	3. Updated Copies of Professional Licenses, if required
<input type="checkbox"/>	4. Updated Home State Certification, if not a NC Firm
<i>If your business structure has been updated or changed please provide the following <u>additional</u> information:</i>	
<input type="checkbox"/>	Updated Schedule of Salaries paid to all officers, managers, owners, or directors of the firm
<input type="checkbox"/>	Updated Statement prepared and signed by your banking institution listing names of all persons who have signature authority on your business account, if there have been changes
<i>Corporations must provide the following <u>additional</u> information:</i>	
<input type="checkbox"/>	Minutes of 1st and most recent stockholder and Board of Directors Meetings
<input type="checkbox"/>	Any amendments to Corporate bylaws
<i>Limited Liability Companies, including PLLC must also provide:</i>	
<input type="checkbox"/>	Any Amendments to Operating Agreement (LLC)
<i>Partnerships, including LLP must also provide:</i>	
<input type="checkbox"/>	Any Amendments to Partnership Agreement
<i>Franchises must also provide:</i>	
<input type="checkbox"/>	Any Amendments to Franchise Agreement