Statewide Re-Certification Application

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 request updated or changed documentation based on your business structure to determine your eligibility for certification as a historically underutilized business. All applicants are required to submit this application as part of the required documentation.

To initiate HUB Re-Certification or HUB Update: (1) Login to your current vendor profile in the Vendor Link system, (2) Select Update HUB Information and (3) Click on Add/Modify HUB Information. Applicants for Re-Certification must complete a new SWUC Re-Certification Application and submit it with the required documents.

### Section 1. General Information

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<tr>
<th>Name of Firm</th>
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<tr>
<td>Contact Name</td>
<td>Title</td>
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<tr>
<td>Business Phone #</td>
<td>Cell Phone #</td>
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<td>Website</td>
<td>Email Address</td>
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### Addresses

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<th>Physical (no post office boxes)</th>
<th>Mailing (only if different from physical address)</th>
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### Section 2. Affidavit – Required Documents

Has 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, proceed with Section-3 of Application on page #2 “RE-CERTIFICATION REQUEST FOR DOCUMENTS” and provide the required documents.
- [ ] If there have been changes to ownership go to Section-4 of Application on page #3 and provide the required documents.
Please submit the information requested below (all firms):

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

*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.

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<th>Signature of Owner(s)</th>
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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 ________________________________

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

Please review the list below and submit the information requested:

1. New Statewide Certification Application – to include new owners
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:
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:
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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 _______________________

NOTARY SEAL