



**N.C. DEPARTMENT OF ADMINISTRATION**  
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES (HUB OFFICE)  
1336 Mail Service Center, Raleigh, NC 27699-1336 • (919) 807-2330 • Fax (919)-807-2335  
Website: [www.doa.nc.gov/hub](http://www.doa.nc.gov/hub) • Email Address: [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)

## **DOCUMENTS LIST**

The Office for Historically Underutilized Businesses shall request the following documentation based on the business structure of the applicant, to determine that the applicant's ownership, management and control of daily business operations are consistent with the eligibility requirements. Please submit the supporting documentation within 30 days from the date of your application. Failure to submit the required documents within the specified time may result in your application being withdrawn.

All Applicants are required to submit the following documents:

- Supplemental Application (Accessible from [www.doa.nc.gov/hub/swuc.htm](http://www.doa.nc.gov/hub/swuc.htm))
- Work experience resumes for all owners that include places of ownership/employment with corresponding dates
- Proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)
- Proof of Ethnicity (Passport, Green Card, Birth Certificate) If any of these documents do not prove ethnicity, you will need to complete the Ethnicity Affidavit
- Copies of Professional Licenses, if required
- Schedule of Salaries paid to all officers, managers, owners, or directors of the firm
- List of equipment (leased or owned) along with signed lease agreements, titles/proof of ownership of equipment needed to operate your business
- Documented proof of contributions used to acquire ownership for each owner
- Statement prepared and signed by your banking institution listing names of all persons who have signature authority on your business account
- Two letters of reference (with contact information, nature and duration of relationship, and statement of firm's capacity and ability to perform)
- Proof of other certifications

In addition to the above, please provide the following documents related to your business description:

### Corporation or LLC or Franchise:

- Official Articles of Incorporation (signed by State Official)
- Both sides of all Corporate Certificates and Stock
- Assumed Name Certificate
- Transfer Ledger
- Shareholders Agreement
- Minutes of 1st and most recent stockholder and Board of Directors meetings
- Corporate bylaws and any amendments
- Articles of Organization (LLC)
- Operating Agreement (LLC)
- Franchise Agreement (Franchise)

Partnership or Joint Venture:

- Partnership Agreement
- Joint Venture Agreement

**To avoid delay in processing your certification, please check your application and supporting documents to ensure all required information is included.**

The HUB Office shall take all necessary steps to safeguard information requested in compliance with State and federal law, including G.S. 14-113.2; 14-113.8(6); 132-1.2; and 132-1.10.