



Certification Application

All fields required. All applications must be completed and returned with the required documentation in order to be processed. Incomplete applications will be returned.

Legal Name of Business:					
Business Physical Address:			Mailing Address, if different:		
Business Phone:		Cell Phone:			
Email Address (vendors will be contacted via email):					
Business Web Site:					
PRINCIPALS					
Name:	Title:	Percentage Owned:	Gender:	*Race <i>Voluntary</i>	*Race Codes: Voluntary Info.
		%	Male Female		B-Black W-White H-Hispanic A-Asian NA-Native American
		%	Male Female		
		%	Male Female		
Date Business Established:		No. of Employees:			
		Full-Time _____ Part-time _____			
State primary goods/services your firm can provide:					

REQUIREMENTS FOR CERTIFICATOIN:

- For-profit business whose annual gross sales receipts do not exceed \$500,000 annually
- Business physical address must be located in Charleston, Dorchester, or Berkeley County (Tri-County area)
- Under day-to-day management and control of the principal owner(s)
- In operation and actively earning for at least one year prior to application
- Must have a North Charleston Business License
- Must carry General Liability and Workman’s Compensation Insurance

Attach Documentation:

- Copy of driver’s license for principal owner(s)
- Copy of current North Charleston Business License, and any professional licenses/certifications required for the operation of the business
- A copy of your past years Federal Tax Return must be provided if requested

Signatures:

By my signature below, I certify that my business meets the above requirements for certification and the information I have supplied on this form and the attached documentation is true and correct.

Signature of Owner(s) or Principals(s)	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

City of North Charleston Procurement Department
2500 City Hall Lane
North Charleston, SC 29405
Phone: (843)740-5899
Fax: (843)745-1083
dbadillo@northcharleston.org

Return your application/documents to Denise Badillo via email, fax, or mail