

**RECERTIFICATION PACKET**  
**Minority Business Enterprise/Female Business Enterprise**

*Please complete the following:*

Business Name: \_\_\_\_\_

Owner of Business: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

If you are not the owner, what is your relation to the  
business? \_\_\_\_\_

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

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Check One:                    MBE \_\_\_\_\_                    FBE \_\_\_\_\_

Certification Number # \_\_\_\_\_

Check One:

\_\_\_\_\_ 01 – Supplier

\_\_\_\_\_ 04 – Consultant

\_\_\_\_\_ 02 – Contractor

\_\_\_\_\_ 05 – Manufacturer

\_\_\_\_\_ 03 – Professional

\_\_\_\_\_ 06 – Other (Explain)

Explanation: \_\_\_\_\_

**The following questions related to changes or transactions that may have occurred in the company since it was certified on the Minority Business Qualification Profile Form.**

1. Have there been any structural and/or personnel changes in the company (corporation partnership, sole proprietorship) since last certificate?

Yes  No

2. Have there been any changes to:

Amendments to the company's Articles of Incorporation?  Yes  No

By Laws?  Yes  No

Partnership Agreement?  Yes  No

Other ownership documents previously submitted to this office?  Yes  No

Stockholders?  Yes  No

Board of Directors?  Yes  No

Executive Officers?  Yes  No

Management Personnel?  Yes  No

If YES to any of the above, indicate changes and attach documentation to verify same (copies of newly issued or cancelled stock certificates, copies of stockholder/board meeting minutes; copies of new/amended Partnership Agreements; proof of race for all minorities). Also, attach the new listing with each person's title, race, and ownership.

3. Did any stockholder, director, officer, partner, and/or sole proprietor establish a new business relationship with or purchase an ownership interest in another company? (Business relationship included but not limited to: shared space and/or utilities, equipment, financing, employees as well as both companies having one or more of the same owners, etc.)

Yes  No

If YES, attach documentation (copies of lease agreements, notes, workforce agreements, ownership documents, etc.)

4. Has the company entered into any major equipment/vehicle lease agreements and/or purchased any major items of equipment or vehicles, during the past year?

Yes       No

If YES, attach documentation (copies of lease agreements, notes, workforce agreements, ownership documents, etc.) and check the appropriate items below:

- Equipment/Vehicle Lease Agreement
- Equipment Purchased
- Vehicle(s) Purchased

5. The following documents are to be returned with this affidavit: your last and most current business tax return filed with the Internal Revenue Service.

- Sole Proprietor    - 1040 with Schedule C attached
- Partnership        - 1040 and 1065 partnership return with Schedule K attached
- Corporation        - 1120 or 1120s with all schedules attached

# AFFIDAVIT

I, \_\_\_\_\_ (your name) further acknowledge and understand that any misrepresentation of myself or my company as a Minority Business Enterprise for the purpose of obtaining a contract or any other benefit under the City of Springfield, Ohio Ordinance constitutes the crime of theft by deception and is punishable as provided for in section 2913.02 of the Ohio Revised Code.

Authorized Signature \_\_\_\_\_

Name of Company \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Corporate Seal (if appropriate)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

in the county of \_\_\_\_\_ and State of \_\_\_\_\_

before me appeared \_\_\_\_\_, who being duly

sworn, did execute the foregoing affidavit, and did state that he/she was properly

authorized by \_\_\_\_\_ to execute the affidavit

and did so as his/her free act.

“Signed before me in my presence”.

Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Seal)

RETURN TO:

City of Springfield, Ohio  
Minority Business Development Office  
76 East High Street  
Springfield, Ohio 45502