

WOSB Certification check list

The following is a list of documents you must submit to the WOSB Program Repository prior to submitting an offer on a WOSB or EDWOSB Requirement.

1. Self Certification – If the WOSB or EDWOSB is self-certifying, then it must provide the following:
Copies of birth certificates, Naturalization papers, or unexpired passports for owners who are women;

Copy of the joint venture agreement, if applicable;

For limited liability companies:

- Articles of organization (also referred to as certificate of organization or articles of formation) and any amendments; and
- Operating agreement, and any amendments;

For corporations:

- Articles of incorporation and any amendments;
- By-laws and any amendments;
- All issued stock certificates, including the front and back copies, signed in accord with the by-laws;
- Stock ledger; and
- Voting agreements, if any;

For partnerships, the partnership agreement and any amendments;

The assumed/fictitious name (doing business as) certificate(s); and

A copy of the WOSB Program Certification – WOSBs only.

For EDWOSBs, in addition to the above, SBA Form 413, Personal Financial Statement, available to the public at <http://www.sba.gov/tools/Forms/index.html>, for each woman claiming economic disadvantage and a copy of the WOSB Program Certification – EDWOSBs instead of the WOSB Program Certification –WOSBs.

2. Third Party Certifications – If the WOSB or EDWOSB has received a Third Party Certification then it must provide the following:

A copy of the Third Party Certification to the WOSB Program Repository prior to initial offer.

A copy of the joint venture agreement, if applicable to the requirement.

A signed copy of the Women-Owned Small Business Program Certification (WOSB or EDWOSB).

Any additional documents as requested by SBA in writing that are necessary to satisfy the WOSB Program requirements in the event of a program examination or protest.