

# NATIONAL WOMEN BUSINESS OWNERS CORPORATION

## APPLICATION FOR RE-CERTIFICATION

### Instructions

In order to remain a certified Woman Business Enterprise (WBE) of the National Women Business Owners Corporation (NWBOC), annual re-certification in the national certification program is required. **No additional documentation is necessary unless there have been changes in the ownership, control, business structure, name of your company, etc. since you were last certified or re-certified.**

If none of the above changes are relevant, simply complete the Affidavit (page 3 of this document) and send along with a copy of the company's most recently filed tax return (including K-1s, if applicable). Also send the re-certification fee according to business size:

\$200 fee if gross sales are under \$2,000,000

\$300 fee if gross sales are over \$2,000,000

If changes in your business have occurred, record them on the Affidavit (which is the last page of this document.) The following information is required:

- If any changes in company structure, (i.e. corporation, limited liability corporation, etc.), ownership and/or control, officer/directors or other changes (i.e. name, address, etc.) have occurred during the past year, please submit the legal documentation to support the changes.
- Documentation should include minutes, tax return, purchase agreements, stock certificates (if applicable).
- If commodity or service has changed, please change the appropriate codes on this paperwork.
- If ownership changes have occurred, a new application may be necessary.

**Remember to sign and date the Affidavit! Re-certification is not automatic.**

**It is vital that you send in the re-certification materials prior to your expiration date.** It is your responsibility to comply with requests for information and submit documentation in a prompt manner. It is not the responsibility of NWBOC to send multiple reminder notices of recertification dates. If re-certification is not received within thirty (30) days of the renewal date, the company will be removed from the active certified WBE list and the e-commerce MarketPlace. A reinstatement fee of \$100 will be imposed for re-certifications received after the certification expiration date. In addition, a new application and/or additional materials may also be required.

Please return this re-certification application, copy of latest tax return, any necessary documents, and payment of your renewal fee to the address below. If you have any questions, please call 800/675-5066.

Mail to: National Women Business Owners Corporation  
1001 W. Jasmine Dr., Suite #G  
Lake Park, FL 33403

**NATIONAL WOMEN BUSINESS OWNERS CORPORATION**

**PROFILE FOR RE-CERTIFICATION**

We must maintain accurate contact information. Please fill out the information below, making sure we have your accurate email, NAICS codes, and business description.

Owners Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

(Please put N/A if not applicable to either web or e-mail)

NAICS Codes: (Code listings can be found at [www.census.gov](http://www.census.gov))

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We publish success stories in our monthly e-newsletters. Do you have a business success story you'd like to share with us?

\_\_\_\_Y \_\_\_\_N If yes, we will contact you directly.

**NATIONAL WOMEN BUSINESS OWNERS CORPORATION**

**RENEWAL FORM AND AFFIDAVIT**

I have completed the application for re-certification by the National Women Business Owners Corporation and hereby certify that the information contained herein is true and accurate to the best of my knowledge.

I understand that certification can be terminated in accordance with the NWBOC Standards and Procedures. Termination may be based upon, but not necessarily limited to, the following:

- Cessation of business operations
- A finding by representatives of NWBOC or its Certification Committee that false information was knowingly supplied in preparing the application
- Withholding notice from or failure to provide timely notice to NWBOC of the transfer or loss of ownership and/or control of the business by the woman or women
- Failure or refusal to allow NWBOC representatives access to and the right to inspect the applicant's place of business
- The sale, exchange, or transfer of ownership of the women business concern, if such transaction results in a loss of control or ownership of the business by a woman or women

I further attest that the company in whose name re-certification is requested continues to be woman/women owned and controlled.

Please check only one:

\_\_\_\_ I hereby certify that no changes have taken place in the woman/women ownership or control of my company since last certified or re-certified.

\_\_\_\_ I hereby attest that changes have taken place in the woman/women ownership and/or control of my company since last certified or re-certified. The required documentation is enclosed.

\_\_\_\_\_  
Signature  
(Chair, CEO, or President)

\_\_\_\_\_  
Company Name (Please print)

\_\_\_\_\_  
Principal Name & Title (Please print)

\_\_\_\_\_  
Date

**Note: If Business is a partnership, all partners must sign.**

Please complete this recertification paperwork in its entirety and forward along with payment and a copy of current certification. Failure to complete and return this affidavit will result in the termination of your certified status with NWBOC.