

**CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY**

**MINORITY/WOMAN/DISABLED BUSINESS ENTERPRISE
(M/W/DSBE)
REGISTRY APPLICATION**

HOW TO COMPLETE THIS FORM

Most of the questions on the application are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the application.

- 1. Business Name** - State the legal name of the business as indicated in your firm's Articles of Incorporation or the name as filed with the state in which your firm is established.
- 2. Business Privilege License Number** - Required for every person desiring to engage in business with the City of Philadelphia whether or not such person maintains a place of business in the City. If you do not have this license, you can apply by filling out form 81-685A, which can be downloaded from www.phila.gov/li/faq/forms.html. This is a one-time license (fee of \$300.00) and can be used for all your business ventures if using the same entity name and tax account number. You must also have a Philadelphia Business Tax Number assigned, go to www.phila.gov/revenue to apply or you can also visit the Concourse Level in the Municipal Services Building, 1401 JFK Boulevard.
- 3. Business Address** - State the street address of the business; a post office box is not acceptable. If the business has multiple locations, state the primary business address and list the other addresses on a separated sheet of paper.
- 4. Business Telephone Number** - Provide the primary business telephone number.
- 5, 6 & 7. City, State, Zip Code** - Provide the City, State, and Zip Code of your primary business.
- 8. Fax Telephone Number** - Provide the business fax number where business related materials may be sent.
- 9. Home Address** - State the home address of owner(s) if this is different from the business information.
- 10. Home Telephone Number** - State the home telephone number of owner(s) if this is different from the business information.
- 11, 12 & 13. City, State, Zip Code** - Provide the City, State, and Zip Code of the owner(s) residence.
- 14. Business Owner(s)** - State the name of the Business Owner, if there are multiple owners, list all of the person(s) name(s) and the percentage of ownership for each partner.
- 15. Business Contact** - Provide the name of the business contact who manages the business activities.
- 16. Web Address** - State the business' web address, if any.
- 17. Email Address** - Provide the primary email address where OEO can forward business related materials.
- 18. Business Established** - Provide the date the business was established.
- 19. Federal Tax Identification Number** - Provide the federal tax identification number of the business as stated on the business' federal tax returns, if the business does not have one; please provide the social security number(s) of the owner(s).
- 20. Ethnicity** - Please provide the business owner(s) ethnic identification.

- 21. Gross Business Revenue** - Provide the Gross Annual Revenue of the business.
- 22. Citizenship Status** - Indicate the citizenship status of the owner(s). The business owner(s) must be U.S. Citizen(s) or Permanent Resident Alien(s) lawfully admitted to the United States.
- 23. Business Structure** - Provide the structure of business.
- 24. Business Certification Status**- Provide the certification status by which your business has been certified. More than one status may apply.
- 25. Certifying Agency Information** - You must include the certifying agency name, date of certification, date of expiration under which you are certified.

Note: In addition, you must submit a photocopy of the certification letter/certificate from any of the certifying agencies listed below. The document you submit must include Agency Name, State, NAICS Codes, and expiration date. The NAICS codes will be used to determine the applicable City of Philadelphia Commodity Codes. The expiration date applicable to the certification you submit will become the expiration date for the City of Philadelphia.

- 26. Declaration of Certification Status** - Carefully *read, sign and date* the Minority, Woman, and Disabled Business Enterprise Registry Application. Please note that all representations contained in the registry application and information provided in support of your application for the registry are made under penalty of law, including 18 Pa.C.S.4107.2 relating to fraud in obtaining certification as a minority, woman, or disabled business, is punishable as a third degree felony.

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RECOGNIZED CERTIFYING AGENCIES

1. Visit the United States Department of Transportation, Office of Small and Disadvantaged Business Utilization Website to find a full list of authorized DBE Program Sites
<http://osdbu.dot.gov/DBEProgram/StateDOTDBESites.cfm>
2. Pennsylvania Unified Certification Program - www.paucp.com
Authorized Certifying Agencies:
 - 1) City of Philadelphia, Philadelphia International Airport DBE Program Office
(215) 937-1801
 - 2) Southeastern Pennsylvania Transportation Authority (SEPTA) DBE Program
<http://www.septa.org/business/dbe/> or (215) 580-7278
 - 3) Allegheny County Department of Minority Woman, and Disadvantaged Business Enterprise
<http://www.county.allegheny.pa.us/mwdbe/appidx.aspx> or (412) 350-4309
 - 4) Pennsylvania Department of Transportation (PENNDOT)
<http://www.dot.state.pa.us/Internet/Bureaus/pdBEO.nsf/BEOHomepage?OpenFrameset> or (717) 787-5891
 - 5) Port Authority of Allegheny County DBE Program
<http://www.portauthority.org/PAAC/CompanyInfo/Procurement/DBEInformation/tabid/87/Default.aspx> or (412) 566-5257
3. Commonwealth of Pennsylvania Department of General Services – Minority & Women Business Opportunities MBE/WBE Certification Program
http://www.portal.state.pa.us/portal/server.pt/community/mbe_wbe_certification/1359
4. New Jersey Unified Certification Program
Authorized Certifying Agencies:
 - 1) NJ Transit - Office of Business Diversity
http://www.njtransit.com/tm/tm_servlet.srv?hdnPageAction=DiversityTo
 - 2) New Jersey Department of Transportation
<http://www.state.nj.us/transportation/business/civilrights/dbe.shtml>
 - 3) Port Authority of New York and New Jersey, Office of Business & Job Opportunity Certification Unit also provides MBE/WBE Certification
<http://www.panynj.gov/business-opportunities/sd-become-certified.html>

5. Metropolitan Washington Unified Certification Program
Authorized Certifying Agencies
Washington Area Mass Transit Authority (WMATA) - <http://www.wmata.com/business/>
6. Baltimore, Maryland, Mayor's Office of Minority and Women's Business Development
Minority and Women's Business Opportunity Office
<http://www.baltimorecity.gov/Government/AgenciesDepartments/Law/MinorityandWomensBusinessOpportunityOffice/CertificationProcess.aspx>
7. Maryland Department of General Services MBE Program
<http://www.dgs.maryland.gov/MBE/dgsmbe.html>
8. Maryland Department of Transportation, Office of Minority Business Enterprise
http://www.mdot.maryland.gov/MBE_Program/overview
9. Delaware Department of Transportation DBE Program
<http://deldot.gov/information/business/dbe/index.shtml>
10. State of Delaware, Office of Minority & Women Business Enterprise
<http://omwbe.delaware.gov/certify.shtml>
11. Wilmington, Delaware Minority Business Enterprise Office
<http://www.wilmingtonde.gov/mbeo.htm>
12. Virginia Department of Minority Business Enterprise
<http://www.dmbv.virginia.gov>
13. National Minority Supplier Diversity Council (NMSDC) –
<http://www.nmsdc.org/nmsdc>
Affiliated PA, NJ & DE Regional Council includes: Minority Supplier Diversity Council (MSDC)
<http://msdc.adaptone.com/panjde>
14. Women's' Business Enterprise National Council (WBENC) WBE Certification
<http://www.wbenc.org/Certification/>