The Office of Small Business Development

Applying for Interlocal Certification with the School District of Palm Beach County

Interlocal Program Certification Agency Partners:

City of West Palm Beach, Palm Beach County Office of Small Business Development (OSBD), or Miami-Dade County Public Schools Office of Community Partnerships, Education and Business Access.

Step 1: Request a completed and signed Interlocal Cover Sheet from your certifying agency. You will need this information to complete our online application.

City of West Palm Beach..... 561-282-1286
Palm Beach County (OSBD)..... 561-616-6840
Miami-Dade County Public Schools..... 305-995-1321

Step 2: Fill Out the Online Certification Application

- Visit palmbeachschools.gob2g.com and log in.
- Select "Apply for/Renew Certification" and answer the prompted questions.

Step 3: Confirm Your Certification Status

- Click "Your firm would like to submit a **New** certification application with The School District of Palm Beach County."

Step 4: Select Your Firm's Domicile

- Click "Your firm is currently located in Palm Beach County, Broward County, or Miami-Dade County."

Step 5: Choose Your Certification Type

- Select "Your firm is currently certified in the City of West Palm Beach, Palm Beach County, or Miami-Dade County Public Schools."

Upon completing these steps, you'll proceed to the **Interlocal SBE Application**.
Here, you'll fill out the following sections to complete:

- Section 1: Business Profile
- Section 2: Business Information
- Section 3: Ownership and Control
- Section 4: Financial Information and Inventory
- Document List

For further assistance, contact:

Timothy Kimball,
Business Analyst (Certification)
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561-681-2418

Certification with the District is not guaranteed and is dependent on your firm's eligibility with our program guidelines.

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