The Office of Small Business Development

at the School District of Palm Beach County

If you are seeking certification or renewing a certification with OSBD, you must submit the following basic, mandatory documents along with your application. Additional documentation will be required depending upon the type of business and certification you are applying for. To ensure timely processing, please submit the basic, mandatory documents to facilitate initial review.

Basic Mandatory Documents for SBE:

For All Business Types: Including Corporation, Limited Liability (LLC), Partnership, Joint Venture, Sole Proprietorship and LLP.

1. **License to do business in Florida and any other necessary licenses, including professional/trade licenses and/or certifications**
2. **Last year's financial statement prepared by an independent CPA or Accountant**
3. **Prior three years Federal Corporate tax returns, including all Schedules (if not available, you can use personal)**
4. **Local Business Tax Receipt**
5. **Small Business Enterprise (SBE) Certification Affidavit**
6. **Proof of Domicile for Primary Business Locale**
7. **Resumes of principals of your company showing education, training and employment with dates**
8. **Articles of Incorporation (Corporation and LLC only)**
9. **Citizenship- Provide a copy of any ONE of the following documents:**

- Birth Certificate - (Preferred Documentation)
- U.S. Passport
- Lawful Permanent Resident Card (Green Card)
- Certificate of Naturalization

Additional Required Documents by Business Type:

Scan the QR code to see the list of additional required documents specific to your business type.

- **SBE Corporation**
- **SBE LLC**
- **SBE Partnership**
- **SBE Sole Proprietorship**
- **SBE LLP & Joint Venture**