The Office of Small Business Development

at the School District of Palm Beach County

To facilitate an initial review and ensure timely processing, required documents must be furnished when applicable to your firm. For more information, please contact OSBD at 561-681-2418 and speak with our business analyst.

New SBE Certification Required Documents:

Corporation

- **Professional business license**
- **Third party agreements**
- **Copies of all stock certificates issued -** not specimen copies
- **Facts pertaining to the value of shares**
- **Ownership of voting securities**
- **Ownership options**
- **Restrictions on disposal of stock loan agreements**
- **Stock Ledger**
- **Proof of stock purchase -** submit stock purchase agreement or cancelled checks
- **Stock options**
- **Stockholder voting rights**
- **Stockholders agreements**
- **Buy-out rights Agreement**
- **Current meetings showing election of officers**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

Limited Liability (LLC)

- **Professional business license**
- **Third party agreements**
- **Certificate of conversion**
- **Copy of management agreement**
- **Facts pertaining to the value of shares**
- **Ownership of voting securities**
- **Ownership options**
- **Restrictions on disposal of stock loan agreements**
- **Stock Ledger**
- **Stock options**
- **Stockholder voting rights**
- **Stockholders agreements**
- **Buy-out rights Agreement**
- **Minutes of corporate organizational meetings**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

For a Partnership

- **Professional business license**
- **Facts pertaining to the value of shares**
- **Ownership of voting securities**
- **Ownership options**
- **Restrictions on disposal of stock loan agreements**
- **Stock options**
- **Stockholder voting rights**
- **Stockholders agreements**
- **Buy-out rights Agreement**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

Sole Proprietorship/Joint Venture/LLP

- **Professional business license**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

SBE Recertification Required Documents:

Corporation, Limited Liability (LLC), Partnership/Joint Venture/LLP, Sole Proprietorship

- **Any documents supporting changes in personnel or ownership**