I. Required Documents for all Applications
   a. Affidavit of Minority and/or Woman and/or Veteran and/or Service-Disabled Veteran and/or Person with a Disability. **Must be signed by each qualifying owner of the business and be notarized.**
   b. Current licenses (Professional, city, county, state, federal or separate statement regarding lack of licensing requirements for the business)
   c. Most recent US federal tax return for the business and for any Affiliate Company (if applicable) including all Schedules, Statements and Attachments.
   d. Most recent US federal tax return for the qualifying owners who represent 51% or more of ownership in the business including all Schedules, Statements and Attachments.
   e. Current Personal Net Worth Statement(s) for qualifying owners who represent 51% or more of ownership in the business.
   f. Most recent year-end balance sheets and income statements for the business
   g. If applicable, any amendments to the Assumed Name Certificate
   h. If applicable, and MBE, WBE, DBE, VBE, SDVBE, PDBE, SBA 8(a), or comparable certifications or denials of certification
   i. State of Illinois Letter of Good Standing

II. Documents Specific to Corporations
   a. If applicable, any newly issued and/or cancelled stock certificates
   b. If applicable, any amendments to the stock ledger
   c. If applicable, any amendments to the Articles of Incorporation and/or By-laws
   d. Minutes of the most recent Stockholders’ Meetings documenting the election of Directors
   e. Minutes of the most recent Board of Directors’ Meetings documenting the election of Officers

III. Documents Specific to Limited Liability Companies
   a. If applicable, most recent Managers/Members Meeting minutes
   b. If applicable, any amendments to the Operating Agreement and/or Articles of Organization

IV. Documents Specific to Partnerships
   a. If applicable, any amendments to the Partnership Agreement

V. Documents specific to Service-Disabled Veteran Business Enterprises
   a. If applicable, any amendments to Department of Defense Form 214 and Veterans Administration issued disability letter stating that the veteran has a service-related disability.

VI. Documents specific to Person with a Disability Business Enterprises
   a. If applicable, any amendments to the Physician’s Certification Regarding Disability form for all owners that are individuals with disabilities. This includes a narrative from each individual’s physician, on letterhead from the physician’s practice, group, or hospital, certifying the individual’s disability and clearly describing the functional limitation of the declared disability.