

NO CHANGE AFFIDAVIT APPLICATION

- 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.