



City of Richmond
MBD
Minority Business Development
Registration Checklist

- Completed MBD Registration Application
- Copy of Government Issued Photo Identification of the business owner(s);
(e.g. DMV License, Passport, Non-Drivers License) –*color copy preferred*
- Copy of Business License
- Copy of Contractors Business Class License (If Applicable)
- Proof of Ownership (Copy)
- Copy of Articles of Incorporation or Articles of Organization
- Copy of Bond Certification (If Applicable)
- Work History in Related Business Field (Brochure or Resume)
- Copy of one of the following Certifications:
 - Virginia Department of Minority Business Enterprise
 - Small, Women and Minority-Owned Business (SWaM)
 - Disadvantaged Business Enterprise (DBE)
 - SBA 8A Certified
 - VDOT (DBE –Women-Owned)
 - DBE/Metro Washington Airport Authority (MWAA)
 - Other Certification(s) (please specify): _____

The first 8 items are needed to register your business with the City of Richmond, Minority Business Development office. The last item (certification) is needed within 180 days of your business registering with the City of Richmond, Minority Business Development. An incomplete registration application is kept on file for 180 days from the date the registration is received. After 180 days, your application will be discarded. Feel free to contact Minority Business Development should you have questions about the registration process.

***Please remember to completely fill out the MBD application.
Failure to do so will delay the processing of your application.***

***Documents can be mailed, faxed, delivered or emailed to
Minority.Business.Development@richmondgov.com***

Minority Business Development
900 E. Broad Street, 16th Floor, Room 1603 Richmond, VA 23219
Phone: (804)646-5947 Fax: (804)646-0136



Minority Business Development
 900 East Broad Street
 City Hall, 16th Floor, Room 1603
 Richmond, VA 23219
 Office: (804) 646-5947
 Fax: (804) 646-0136
<http://www.richmondgov.com/MBD>

Minority Business Development Registration

Minority Business means a business at least fifty-one percent of which is owned and controlled or fifty-one percent minority-owned and operated by minority group members or, in case of a stock corporation, at least fifty-one percent of the stock is owned and controlled by minority group members. Minority group members are citizens of the U.S who are African-American, Hispanic-American, Asian-American and American Indian.

Contact Person		Prefix:	First Name:	Last Name:				
Company Name:								
Primary Company Address:								
City:			State:		ZIP Code:			
Phone:			Fax:					
E-Mail:			Website:					
Principal Owner(s)	NAME		GENDER		RACE/ETHNICITY			
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> HISPANIC/LATINO AMERICAN	<input type="checkbox"/> ASIAN AMERICAN	<input type="checkbox"/> NATIVE INDIAN	<input type="checkbox"/> ANGLO AMERICAN
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> HISPANIC/LATINO AMERICAN	<input type="checkbox"/> ASIAN AMERICAN	<input type="checkbox"/> NATIVE INDIAN	<input type="checkbox"/> ANGLO AMERICAN
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> HISPANIC/LATINO AMERICAN	<input type="checkbox"/> ASIAN AMERICAN	<input type="checkbox"/> NATIVE INDIAN	<input type="checkbox"/> ANGLO AMERICAN
FIRM TYPE:	<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> CORPORATION (State of INC.)	<input type="checkbox"/> OTHER (SPECIFY)				
BUSINESS TYPE:								
DATE BUSINESS COMMENCED:				Fed ID/SSN No.				
City:			State:		ZIP Code:			
DESCRIPTION OF SERVICES								
	HAS YOUR COMPANY PREVIOUSLY BEEN DEBARRED FROM DOING BUSINESS WITH ANY GOVERNMENT ENTITY? IF YES, EXPLAIN							
YEARS IN BUSINESS:			BUSINESS LICENSE JURISDICTION : <input type="checkbox"/> N/A					
POSSES ALL STATE/CITY LICENSES TO LEGALLY CONDUCT BUSINESS IN VA				WORK FORCE SIZE				
<input type="checkbox"/> YES <input type="checkbox"/> NO								
CONTRACTOR'S LICENSE:		CURRENTLY INSURED IF YES TO WHAT AMOUNT?		CURRENTLY BONDED IF YES, TO WHAT AMOUNT?				
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> N/A		<input type="checkbox"/> YES <input type="checkbox"/> NO \$		<input type="checkbox"/> YES <input type="checkbox"/> NO \$				
TYPE OF CERTIFICATION (EXAMPLE: MBE, DBE, WBE, ETC.)				<i>All firms listed in MBD directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.</i>				
CERTIFICATION SOURCE (EXAMPLE: VA DEPT. OF TRANSPORTATION, VA DEPT. OF MINORITY BUSINESS ENTERPRISE, US SMALL BUSINESS ADMINISTRATION)								
YOUR SIGNATURE INDICATES THAT THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF YOUR KNOWLEDGE.								
SIGNATURE:		TITLE:			DATE:			