



# DeKalb County

## GEORGIA

### DeKalb Local Small Business Enterprise (LSBE) Certification Checklist

DeKalb LSBE Certification Applications are submitted and processed via the DeKalb LSBE LINKS online system. You can access DeKalb LSBE LINKS at [www.dekalblsbe.info](http://www.dekalblsbe.info). Required documents listed below for your particular business structure must be uploaded to the DeKalb LSBE LINKS for processing. If you have questions, please contact DeKalb LSBE Services at [applications@dekalblsbe.info](mailto:applications@dekalblsbe.info) or at 404-371- 4770.

The Local Small Business Enterprise Disclosure Affidavit must be downloaded, signed and notarized to complete the application package.

These documents are required for both the initial Certification and Re-Certification.

Required Document	Uploaded	Not Applicable
1. DeKalb County Vendor ID number provided to all registered Vendors		
2. Copy of current year and previous year's business license which shows the company is located in one of the following counties: <b><i>Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Henry, Gwinnett or Rockdale. You must have a business license for the year prior to submission of your application.</i></b>		
3. Filed copy of Federal Tax Returns for the past three years including all IRS required schedules and forms for all owners.		
4. Current Financial Statement ( included in online application)		
5. Bank Signature Card (showing date account opened and title of all signers)		
6. Fictitious Business Name Statement establishing D/D/A ( if applicable)		
7. A Picture ID or Current Passport		
8. Resumes of principals and key management personnel showing education, training, employment and dates. ( include shareholders who own 5% or more shares and all offices of corporation)		
9. Copy of lease, rental or management agreement for business premises, including local business phone number, a copy of your deed if premise is owned, or notarized statement the business is home based.		
10. Copy of Business Cards		
11. Applicable contractors, professional license(s) and or permits(s)		
12. Copies of all certification and denial of certification letters( if applicable)		
13. If Company is a Corporation:		
a. Certificate of Incorporation		
b. Articles of Incorporation including Amendments		
c. Corporate By- Laws		
14. If Company is a Partnership		
a. Partnership Agreement including the following major causes (a) Buy-Out rights, (b) Profit Sharing plan, (c) Capital Contribution agreement		
15. If Company is a Limited Liability Partners/Corporation & Joint Ventures		
a. Limited Liability Articles of Organization, including amendments and or documents issued by the Secretary of State.		