



## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE) FOR BUSINESSES LOCATED OUTSIDE OF CHARLES COUNTY, MD REGISTRATION APPLICATION

In order to qualify for Minority/Women Business (MWBE) status at least **51%** of the business **must be owned** by one of the groups identified below and must be certified with [MDOT](#).

MDOT Certification: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other recognized MWBE certifications:

### General Information

Business Legal Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Federal Tax Identification Number (EIN or SSN): \_\_\_\_\_ DUNs Number: \_\_\_\_\_

Date Business Established: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

#### **Company's Point of Contact:**

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

#### **Company Information:**

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Total Number of Employees: \_\_\_\_\_



## Business Information

### **Type of Business:**

- ☐ Sole Proprietorship      ☐ Limited Liability Company (LLC)      ☐ Limited Liability Partnership (LLP)
- ☐ Corporation      ☐ Partnership

### **Minority/Woman Ownership:**

Total Number of Partners: \_\_\_\_\_

Minority Owner(s) Name		Title	Ownership Percentage	Minority Class Code*
<input type="checkbox"/> Minority <input type="checkbox"/> Women				
<input type="checkbox"/> Minority <input type="checkbox"/> Women				
<input type="checkbox"/> Minority <input type="checkbox"/> Women				
<input type="checkbox"/> Minority <input type="checkbox"/> Women				

#### **\*Minority Classification Codes** (Minority Classes Recognized by Charles County Government)

African American (AA)      Hispanic (HS)  
American Indian/Native American (NA)      Women (WN)  
Asian (AN)

### **Please check the box that most appropriately describes your business:**

- ☐ Architectural & Engineering Services
- ☐ Construction
- ☐ Professional Services (i.e., Accountants, Appraisers, Attorneys, Business Consultants, Real Estate Brokers)
- ☐ Retailer
- ☐ Wholesaler
- ☐ Other Services (i.e., Snow Removal, Electrical, Moving & Storage, Towing & Transport)

**NAICS Code:** \_\_\_\_\_



**Please describe your Product Line / Service:**

	Description of Product Line/Service	Commodity Code (if applicable) <i>To find code, please use this link: <a href="http://www.unspsc.org">http://www.unspsc.org</a></i>
Primary		
Secondary		

**Gross Revenue:** *(for last 3 years)*

Business Fiscal Year: \_\_\_\_\_ To \_\_\_\_\_

Fiscal Year \_\_\_\_\_ \$ \_\_\_\_\_

Fiscal Year \_\_\_\_\_ \$ \_\_\_\_\_

Fiscal Year \_\_\_\_\_ \$ \_\_\_\_\_

**Application's Signature**

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete.

\_\_\_\_\_  
Authorized Signer/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business Name

**FOR ECONOMIC DEVELOPMENT DEPARTMENT USE ONLY**

Application Received: \_\_\_\_\_ Acceptable Identification Provided: ☐ Yes ☐ No

Reviewed & Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*MWBE/DBE Compliance Manager, Economic Development*

**MWBE Registration Number:** \_\_\_\_\_



**Submit your completed application and required documents or to direct questions:**

**Charles County Economic Development**  
[mwbe@meetcharlescounty.com](mailto:mwbe@meetcharlescounty.com)

### **Required Supporting Documentation**

Application must be submitted with legible copies of the following:

- Valid Identification (Driver's License, Military ID, or Passport)
- Signed copy of your business [IRS W-9](http://www.irs.gov/pub/irs-pdf/fw9.pdf) Form <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Maryland Department of Transportation (MDOT) MWBE Certification Letter