

Women-Owned Small Business (WOSB) Preparation Checklist

¹Qualifying individual(s) include all women claiming 51% ownership

- Active registration in the System for Award Management for the firm, available at [SAM.gov](https://sam.gov) (Note: The firm's DUNS number and EIN, and MPIN must exactly match SAM registration)
- Proof of U.S. citizenship (i.e., birth certificate, naturalization paper, or unexpired passport) for qualifying individual(s).
- Resume (optional)
- Joint Venture agreements if applicable
- Corporation
 - Articles of Incorporation
 - Copies of stock certificates (front and back)
 - Stock Ledger
 - Corporate Bylaws and any amendments
- Limited Liability Company (LLC)
 - Operating Agreement and any amendments
 - Articles of Organization and any amendments
- Partnership
 - Partnership Agreement and any amendments
- Sole Proprietor
 - DBA (Doing Business As) or Trade Name Certificate

¹ www.business911now.com/certifications